



**SUPPLEMENTAL / BID BULLETIN (SBB)**  
**ADDENDUM NO. 01**

This SBB Addendum No. 01 dated 23 January 2024, for the Project: “**Procurement of Human Resource Information System**” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents (*Note: For this SBB and a better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion, and (b) Underline with yellow highlights – implies inclusion or new item/requirement*).

PARTICULARS	CLARIFICATION / AMENDMENT
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Based on the Discussion during the Pre-bid Conference and upon confirmation by the Technical Working Group and the End-User Unit conducted last January 18, 2024 @ 10:00 am for this Project, the following are the revisions:

1. On Invitation to Bid under Section I particularly on Item 2, page 5 of the PBD, Delivery of the goods shall be revise, as follows:

**INVITATION TO BID FOR PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM**

1. The Kalinga State University, through the Internally Generated Fund (IGF) for CY 2023 intends to apply the sum of Six Million, Five Hundred Thousand, Philippine Pesos (Php 6,500,000.00) being the ABC to payments under the contract of the Project “**Procurement of Human Resource Information System**”/ IB\_Goods\_2024-01-001. Bids received in excess of the ABC shall be automatically rejected at bid opening.

***Partial bid is not allowed.***

2. The Kalinga State University now invites bids for the above Procurement Project. Delivery of the Goods is required **within ~~Ninety (90)~~ One Hundred Eighty (180) calendar days upon receipt of the Purchase Order**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, any of the following:
  1. A contract similar to this project, equivalent to at least fifty percent (50%) of the ABC of the project; **or**
  2. The prospective bidders should have completed at least 2 similar contracts, the aggregate contract amounts should be equivalent to at least 50% of the ABC of the project. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders)

2. On Schedule of Requirements under Section VI, pages 20 of the PBD, shall be revise, as follows:

***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery to the project site.

No.	Description	Qty	Unit	Delivered, Weeks/Months
1	Procurement of Human Resource Information System	1	Lot	Delivery shall be completed within <b><del>Ninety (90)</del> <u>ONE HUNDRED EIGHTY (180)</u> CALENDAR DAYS</b> upon acceptance of the Purchase Order



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**Note:**

- a) *Contract Warranty:* Three (3) years after acceptance by the Procuring Entity of the delivered supplies.
- b) *To be delivered at:* Supply and Property Management Office (SPMO), Administration Building, KSU-Main Campus, National Highway, Purok 6, Bulanao, Tabuk City, Kalinga, Philippines

I hereby certify to comply and deliver the above requirements.

\_\_\_\_\_  
 Name of Company/Bidder

\_\_\_\_\_  
 Signature Over Printed Name  
 of Representative

\_\_\_\_\_  
 Date

- 3. On Technical Specifications under Section VII particularly the Terms and Conditions, pages 22-28 of the PBD, some of the items shall be revise, as follows:

ITEM NO.	ITEM AND DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE
				<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the Equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of Specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification, or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the applicable laws and issuances.]</i>
	<b>Human Resource Information System (HRIS)</b>	1	Lot	
	<b>1. License</b> - Perpetual License is for one (1) installation <b>exclusive</b> <b>exclusive</b> use of KSU ONLY - The Software solution must be registered in the <b>Intel-</b> <b>lectual</b> <b>Intellectual</b> Property of the Philippines			
	<b>2. Hardware Deliverables</b> - 15 units of high-capacity fingerprint, facial recognition			



	<p>and NFC (card) Android biometrics device (realtime push technology), 1 year device warranty and with the following specifications: Screen size: 5 inch (touch screen), Installation: Wall mounted, Face Capacity: 20,000, Fingerprint Capacity: 20,000, Card Capacity: 20,000, Logs Capacity: 1,000,000, Network: LAN and 2.4Ghz Wifi, LED fill light included</p> <p>- 4 unit poweredge R650xs Silver 4310 Processor: intel Xeon Silver 43102 2.1, 12C/24T/s, 10.4GT/s, 18M Cache, Turbo, HT (120W) DDR4- 2666. <b>12 gb RAM</b>, Chassis: 2.5" Chassis with up to 8 harddrives (SAS/SATA), 1 CPU. Fans: Standard fans x5 Drives: 1.2TB Hard Drive ISE SAS 12Gbps 10k 512n 2.5in Hot-Plug RAID: PERC H755 SAS Front Embedded NIC (LOM) Broadcom 5720 Quad Port 1Gb On-board LOM, Expansion Slots: Riser Config 4, 1xOCP 3.0 (x16) + 1x16LP, OCP 3.0: Broadcom 5720 Quad Port 1gbbe BASE-T Adapter, OCP NIC 3.0, Internet Mgmt: Enterprise 16G, Optical Drive: 8X DVD-ROM, USB, EXTERNAL, Power Supply: Dual, Hot,plug, Power Supply Redundant (1+1), 800W, Mixed Mode, NAF, Form Factor 1U Rack, Railkit: A11 drop-in/stab-in Combo Rails with cable management Arm, Warranty: 3 years ProSupport NBD</p>			
	<p><b>3. Software Deliverables</b></p> <ul style="list-style-type: none"> <li>- Human Resource Information and Payroll System             <ul style="list-style-type: none"> <li>- cross platform integration of KSU In-house developed system through application programming interface (API)</li> <li>- Data migration from HRIS (in-house) of KSU to the newly procured HRIS</li> <li>- Compliance with Data Privacy Act of 2012</li> <li>- Compliance with CSC PRIME HRM level 4 standard</li> <li>- 24/7 software availability on concurrency</li> <li>- No system limitations on the number of users and transactions (Depending on hardware capacity)</li> <li>- Regular data backup and recovery in case of system failure</li> </ul> </li> <li>- Installers of software used by the Human Resource Information and Payroll System. Third party software installer included</li> <li>- One (1) Managed Cloud Services for the HRIPS and Online Recruitment Platform</li> </ul>			
	<p><b>4. Project Deliverables</b></p> <ul style="list-style-type: none"> <li>- One (1) data encoder that will assist in migrating and encoding the personnel information of employees for <b>at least three (3) months and maximum of six (6) months</b></li> </ul>			



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	<ul style="list-style-type: none"> <li>- Complete documentation covered by this TOR</li> <li>- Users training</li> <li>- Complete project turn-over</li> </ul>			
	<p><b>5. HRIS Modules</b></p>			
	<p><b>5.1 Recruitment, Selection and Placement</b> - Job vacancy management for plantilla and job orders, Job vacancy posting and publication management, Applicant management, Applicant examination management of scores and results, Application for insider and outsider applicants, Integration of applicant information to the Personal Data Sheet upon hiring, Updating of PSB Rating, Action Sheet Report, Appointment Transmittal and Action Form, Publication Report, Application Assessment Forms, Recruitment Tracking Form, Appointment Management, Appointment Forms, Online Recruitment Platform must include tracking no., SMS and email alerts for internal and external applicants, Customized sender name for SMS. SMS credits included for the duration of the warranty period, Integration and synchronization between the Online HRIPS and Online Recruitment Platform.</p>			
	<p><b>5.2 Learning and Development</b> - Invitation processing, Training nominations, approval and assessment Forms, Training / program reports, Trainings by sponsoring agencies report, Trainings for employees with scholarship grant, Generation of employee / individual training, Synchronization of approved training to employee's PDS</p>			
	<p><b>5.3 Performance Management</b> - Management of Performance Appraisals, Generation of Performance Based Bonus Form, Performance Based Bonus Report, Individual Performance Commitment and Review (IPCR), Office Performance Commitment and Review (OPCR), Strategic performance management report, Individual learning and development plan, Coaching and monitoring</p>			
	<p><b>5.4 Rewards and Recognition</b> - PRAISE Nomination, Productivity Enhancement Incentive, Special Awards, Performance Based Bonus, Loyalty Incentive Pay, Perfect Attendance Incentive</p>			
	<p><b>5.5 Personnel Information</b> - Personal data sheet (PDS) management as indicated in the latest CSC form, Maintain update history of the personal data sheet (PDS), Government issued identification cards (IDs) management, 201 documents, Statement of Assets, Liabilities and Net Worth (SALN) management, Summary of SALN Fillers (notifications) BIR Form 1902, BIR Form 1905, BIR Form 2316, Work Experience Sheet, Certificate of employment, Ser-</p>			



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	<p>vice Record, Notice of Salary Adjustment (NOSA) ,Notice of Salary Increase (NOSI), Self-Assessment form, Summary List of SALN Filers, List of Newly Hired Employees who received Initial Salary, Details management for user account, position, bank account, contacts (in case of emergency), relatives in the government, administrative offenses, formal charges, income and deductions, and leave and holiday eligibility, Employees can update their own personal data sheet (PDS) subject for approval of Human Resources, Management of all current and previous employees, Filing and approval of compensatory, overtime, leave, request change shift, DTR correction and manual submission of DTR, Monitoring, screening and evaluation of Magna Carta applications and reports, Provident fund applications and reports, Psychological assessment and self-assessment application, Reports that can extract the data with comprehensive search filters from the employee information, Demographics reports that can extract the data with graphical charts and comprehensive search filters from the employee information, Announcements, memorandum, circular and order, Customer feedback with generation of feedback report, Employee Inquiries</p>			
	<p><b>5.6 Employee Self Service</b> – allow your employees to send PDS updates subject for approval and filings (leave, compensatory, pass slip, overtime, DTR correction, PRAISE nomination, retirement, request change shift, manual submission of DTR, and magna carta applications). Includes employee inquiry, customer feedback, training nominations, trainings and seminars, application for Individual Development Plan (IDP), and Individual Performance Commitment Review (IPCR).</p>			
	<p><b>5.7 Time and Attendance Management</b> - Schedule management for fixed, flexible and shifting setup, Shift management for regular and night shift, Holidays and employee eligibility, User must be able to download schedule template which they can edit and upload for schedule creation, Calendar view of attendance monitoring that shows the summary of perfect time entries, problematic time entries (with schedule but no time entries), corrected time entries (through DTR correction), incomplete time entries, on leave, holiday, and no schedule time entries, Generation of Time Entries for Officials (Exempted from Biometrics), Manual uploading of biometric time entries, Manipulation of work suspensions, Online attendance for work from home employees, DTR Review and Finalize functions, Daily Time Record (CS Form No. 48), Absent With-</p>			



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<p>out Official Leave Report, Employee Attendance Report, Habitual Tardiness Report, Habitual Undertime Report, Habitual DTR Correction Report, Habitual Leave Report, Incomplete Time Entries Report, Overtime Report, Off Duty Schedule Report, Perfect Attendance Report, Manpower Report, Monthly Report of Attendance, Late Leave Filing Report, Accomplishment Report, Consolidated Overtime and Compensatory Time Off Report, Generation of Prolonged Leaves, Generation of List of Late Filed Leave Applications, Generation of Employees' Number of Punches in Biometrics, Consolidated Tardiness and Undertime Report with Monetary Value, Custom Time-Keeping Reports, Integrated with leave module to allow earning of leaves based on DTR, Integrated with leave module to allow deduction of leaves based on late and undertime, Integrated with leave module to display days on leave in the DTR, Integrated with biometrics devices to allow automated consolidation / retrieval of time entries and plot it to the DTR</p>			
<p><b>5.8 Leave Management</b> - Employee leave eligibility, Can manually apply adjustments, Leave approval will allow HR user to review submitted leaves and apply the necessary adjustments as necessary, Leave Card / Ledger, Leave Earned of All Employees Per Month, Leave Balance History Per Leave Classification, All Employees Leave Report, Unauthorized Leave Report, Integrated with timekeeping to allow earning of leaves based on the DTR and CSC leave computation, Integrated with DTR module to allow deduction of leaves based on late and undertime, Integrated with employee self-service module where employees can file leave , Integrated with payroll to allow leave monetization</p>			
<p><b>5.9 Payroll</b> - Payroll period management, Integrated with employee information to use details needed for payroll generation such as: Position Title, Salary Grade, Step No., Employment Status (Permanent, Job Order and etc.), Employment Type (Full Time / Part Time), Required hours per week, Basic Salary, Bonus and other benefits, De Minimis, RATA, PERA, Cellphone Allowance, Quarters Allowance, Government Mandated Benefits, Current applicable tax computations; Payroll should follow CSC rules, regulation and policies, Income and benefits management, Deductions management, Loans and payments management, General Payroll, Hazard Payment, Night Differential, Leave Monetization, Loyalty Incentive Pay, Longevity Incentive Pay, Step Increment, Mid-year Bonus, Year-end and Cash Gift Bonus, Anniversary Incentive, Affiliation Incentive,</p>			



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<p>Productivity Enhancement Incentive, Clothing Allowance, Athletic Allowance, Tax Refund and Deficit Adjustment, Allow reviewing, adjustments and finalization of payroll generated, Allow locking of payroll, Allow manual exclusion/cancellation of employee from payroll period, Payslip Report, Excluded/Cancelled Employees Report, PHIC Contribution Table, BIR Tax Table, Cover Page, General Payroll Report, LBP Report, Bank Proof List, Summary of Mandatory Deductions, Summary of Salaries, Benefits and Other Allowances, Summary of Payroll to include basic salary, mandatory deductions, other income, other deductions and loans and payments, YTD (Year to Date) Payroll Register Report, Hazard Payment Report, Hazard Payment Summary Report, Year End and Cash Gift Bonus Report, Mid-Year Bonus Report, Clothing Allowance Report, Monetization of Leave Credits Report, Contribution Reports, GSIS Contribution Report, PHIC Contribution Report, PAGIBIG Contribution Report, Tax Contribution Report, Mortuary Deduction, Union Dues, Remittance Reports, Withholding Tax Monthly Remittance Report, PHIC Remittance Report, PHIC Monthly Remittance Report, GSIS Remittance Report, GSIS Monthly Remittance Report, PAGIBIG Remittance Report, PAGIBIG Monthly Remittance Report, Loans and Payments Report, Monthly Loan and Payment Report, Payroll detail approval, Bulk Uploading of Tax Amount, Re-compute Specific Employee on Review and Finalize, Exclude Employees on Specific Week Pay, Custom Payroll Reports, Certificate of PHIC, PAGIBIG, GISIS Contributions and Loans, Settings for GSIS Contribution Percentage, Settings for PAGIBIG Minimum Contributions, Generate Report for Payroll with anticipated Leave Without Pay, Creation of ISO Incentive Payroll and Vouchers, Creation of Mandatory Service Retiree Payroll and Vouchers, Athletic Allowance, CNA, Living Quarters Allowance, Perfect Attendance Incentive, Self-Development Incentives, Special Awards Incentive (PRAISE), Summary of Employee's Payroll Index, Provident Share Reports, Monthly Loans Report, Generation of payroll file compatible for Land Bank's Digital Banking Portal</p>			
<p><b>5.10 Reports</b></p> <ul style="list-style-type: none"> <li>- Customizable executive dashboards</li> <li>- Customizable employee reports</li> </ul>			
<p><b>5.11 One (1) year Subscription of Online Recruitment Application</b> - cloud hosting to enforce better security and only expose the Online Recruitment Application for public use. Separate Online Recruitment with SMS module app</p>			



	<p>*(Software-as-a-Service) will be hosted in a Philippine based Data Center. This means it is governed and will strictly follow the rules, regulations, policies and laws of the Philippine government that includes: 24/7 Uptime, 24/7 Data Center Services, High Availability Setup, Secured setup, Regular Maintenance services, Automated Backups, Accessible anytime and anywhere using modern browsers, Setup, configuration and managing the Cloud Hosting is included, Optimized configuration for Online Recruitment module, Ensured and scalable resource setup means guaranteed and adjusted hosting specifications based on usage, SMS module for online recruitment (Software-as-a-Service). Custom sender name "KSU HR" may be used. SMS credits already included, Integration and synchronization between client's on-premise HRIPS and Online Recruitment Application.</p>			
	<p><b>6. Cloud Hosting</b></p> <ul style="list-style-type: none"> <li>- KSU will provide the software provider the cloud hosting of the HRIS in the production.</li> <li>- Hosting of the HRIS will be provided by the software provider during the implementation/testing period.</li> <li>- Renewal of subscription for the Online Recruitment Application is subject for review of the KSU.</li> </ul>			
	<p><b>7. Miscellaneous</b></p> <ul style="list-style-type: none"> <li>- Must be capable of being accessed using multiple browsers.</li> <li>- Must be using a multi-tiered layer approach with a Model-View-Controller (MVC) pattern</li> <li>- Must use MySQL and data at rest encryption</li> <li>- Must be fully secured to run via intranet and internet</li> <li>- Must use design templates through the use of cascading style sheets (CSS)</li> <li>- Must be compliant with the existing Government and Civil Service Commission rules, regulations and policies</li> <li>- Must be configurable and customizable to allow ease of use and flexibility in adjusting the libraries used</li> <li>- Must have a facility to allow dashboards to show quick access to data and notifications. Dashboard information must be updated to reflect real time data</li> <li>- Must be able to audit trail / record all transactions, insertions and modifications for transparency and accountability</li> <li>- Must be able to run with modern browsers such as Microsoft Edge and Internet Explorer, Mozilla Firefox, Apple Safari and Google Chrome</li> <li>- Must submit a Project Implementation Plan subject for agency's approval. The Project Implementation Plan must</li> </ul>			





<p>include the project timeline, work schedule and training schedule</p> <ul style="list-style-type: none"> <li>- Must submit a user manual for the software and hardware components of this project</li> <li>- Must submit the qualifications and credentials of the project team for the proposed solution. Experience in Civil Service Commission Compliant Human Resource Information and Payroll System must be indicated. To be included in the submission of bids.</li> <li>- Must submit brochures of the hardware and software components of the proposed solution. To be included in the submission of bids.</li> <li>- Must present a Proof of Concept (POC) of the HRIPS that complies with the CSC rules, regulations, policies and reports. (The POC shall be presented <b>through video or demonstration on the overall concept of the system</b> during the post qualification and CSC rules, regulations, policies and reports must be presented.) <b>In the absence of that presentation during the post qualification, it shall be a ground for post disqualification.</b></li> <li>- Must provide a certificate of satisfactory performance from the agency used in the SLCC.</li> <li>- Must have a valid and current Certificate of Registration from the Data Privacy Commission</li> <li>- Must have implemented at least three (3) completed Civil Service Commission Compliant Human Resource Information and Payroll System at any government agency for the past three (3) years.</li> <li>- Must be capable of providing a project team with expertise and knowledge in the Civil Service Commission rules, regulations and policies. The project team must have at least three (3) years' experience in designing, developing, implementing and managing Civil Service Commission Compliant Human Resource Information and Payroll System.</li> <li>- Must submit at least three (3) Certificate of good performance for completed Human Resource Information and Payroll System from any government agency for the past three (3) years.</li> </ul>			
<p><b>8. Project Timeline</b></p> <ul style="list-style-type: none"> <li>- Must be designed, developed, delivered and installed within <del>three (3)</del> <b>six (6)</b> months from the receipt of Notice to Proceed.</li> <li>- Training must be completed within one (1) month after the delivery and installation of the Human Resource Information and Payroll System.</li> </ul>			
<p><b>9. Warranty</b></p>			



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	<ul style="list-style-type: none"> <li>- Software warranty period must be one (1) year from the delivery and installation of the Human Resource Information and Payroll System and Online Recruitment Platform.</li> <li>- High-capacity fingerprint, facial recognition and NFC (card) biometrics devices warranty period must be one (1) year from delivery and installation of high-capacity fingerprint, facial recognition and NFC (card) biometrics devices hardware.</li> <li>- Warranty coverage must consist of the following:             <ul style="list-style-type: none"> <li>-Configuration, installation and implementation of all modules of the Human Resource Information and Payroll System and Online Recruitment Platform.</li> <li>-Installation, reinstallation, setup, configuration, reconfiguration of the application and database server, high-capacity fingerprint, facial recognition and NFC (card) biometrics devices.</li> <li>- Response to support request within 24 hours.</li> <li>- Provide site visits, telephone, teleconferencing and e-mail support within the warranty period.</li> <li>- System updates when a new version is available.</li> <li>- Provides consultation for standard configuration and performance tuning within the warranty period.</li> <li>- Bug fixes, corrections and minor adjustments.</li> <li>- Provide highly technical personnel to support the project.</li> <li>- Software updates, reinstallation and support within this period must be free of charge.</li> </ul> </li> </ul>			
	<p><b>10. Extended Support</b></p> <ul style="list-style-type: none"> <li>- 1 year after sales technical service support</li> </ul>			
<b>Terms and Conditions:</b>				
	<p>a) All equipment and components should be branded (not clone, imitation, or assembled) and brand new. The units should be delivered duly packed and sealed by the direct company/ manufacturer.</p>			
	<p>b) Availability of parts in the local market by local distributor.</p>			
	<p>c) Provision of Technical Data Sheet indicating the brand name and model of item/s.</p>			
	<p>d) Provision of Operations and Maintenance Manual of the item/s, if applicable.</p>			
	<p>e) The supplier shall conduct training on the use of the delivered System Software and item/s using the operations and maintenance manual provided.</p>			
	<p>f) The system software and items as specified in this Technical Specifications shall be delivered only to the address indicated herein to be received by authorized personnel.</p>			
	<p>g) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receive-</p>			



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	ing personnel of the Purchaser is present during the date and time of delivery. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M. and non-working days.	
	h) The Supplier shall replace any rejected item within fifteen (15) calendar days from receipt of a written notice from the end-user.	
	i) Prior to issuing the Certificate of Complete Deliveries, the item's testing and sealing must be conducted with the end-users, Inspectorate Team or TWGs. The winning supplier shall provide other unforeseen peripherals and accessories necessary for the equipment to function and be operational.	
	j) After the Testing and Sealing, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.	
	k) 3-years warranty of service for system software and device/equipment based on the unit will start after the turn-over and orientation of the end-user.	
	l) The total price offered/quoted is subject to withholding tax and payable checks.	
	m) During or after the delivery, the Supplier shall submit the following requirements: 1. Delivery Receipt 2. Supplier's Sales Invoice 3. Operations and Maintenance Manual 4. Warranty or KSU will deduct the allowed maximum retention money at 5% on the total value of the items.	
	After Sales Requirements:	
	n) Under warranty coverage: If unrepairable within 7 days, a free service backup unit (1:1) or service spare part of the same or higher specification must be provided by the supplier until the defective unit/part is considered repaired/replaced.	
	o) Under warranty Coverage: Supplier warrants that the Human Resource Information and Payroll System will be free from material defects for a period of 3 years from the date of installation or commencement of use, whichever is earlier.	
	p) Under warranty Coverage: During the Warranty Period, supplier will provide support and maintenance to correct any material defects in the Human Resource Information and Payroll System at no additional charge. This includes bug fixes and updates.	
	q) Monday to Friday, Supplier will provide technical support and services during normal office hours.	
	r) Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) service warranty.	

For guidance and information of all concerned.

(Sgd.)

**ROMUALDO U. WACAS, PhD**

BAC Chairperson

Date Issued: **January 23, 2024**

Copy furnished: **Prospective Bidders**