



## SUPPLEMENTAL BID BULLETIN NO. 2

20 January 2023

Attention: **All prospective bidders for the project**

**BID REFERENCE NO. G-2022-47: SUPPLY, DELIVERY AND INSTALLATION OF WEB-BASED HUMAN RESOURCE INFORMATION SYSTEM (HRIS) INCLUDING ONE (1) YEAR SUPPORT FOR THE THREE (3) GOVERNMENT CLIENTS OF THE DEVELOPMENT BANK OF THE PHILIPPINES** (ABC: PhP 10,000,000.00 at PhP 3,333,333.33 per lot inclusive of all applicable taxes)

Please be informed of the following:

1. A second Pre-bid Conference for the bid project shall be conducted as follows:

DATE AND TIME	VENUE
<b>26 January 2023 (Thursday) 9:45 AM</b>	12/F Suite 5, DBP Head Office, Makati City or via Zoom Meeting

2. The schedule of submission and opening of bids per Supplement Bid Bulletin No. 1 issued on 5 January 2023 is rescheduled as follows:

ACTIVITY	DATE AND TIME		VENUE
	FROM <i>(Per Supplemental Bid Bulletin No. 1 dated 5 January 2023)</i>	TO	
Deadline of Submission of Eligibility, Technical, and Financial Proposals*	<b>26 January 2023 (Thursday) <u>On or before 9:00 AM</u></b>	<b>9 February 2023 (Thursday) <u>On or before 9:00 AM</u></b>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	<b>26 January 2023 (Thursday) <u>9:45 AM</u></b>	<b>9 February 2023 (Thursday) <u>9:45 AM</u></b>	12/F Executive Staff Room, DBP Head Office, Makati City or via Zoom Meeting

***\*Late submissions shall not be accepted***

3. Bidders may attend the Pre-bid Conference and the Bid Opening physically or through online. Link/credentials to the online meeting shall be provided upon email request to the BAC Secretariat at bacsecretariat@dbp.ph
4. Please refer to Section III - Bid Data Sheet (BDS) for the detailed procedure and options for the payment of bidding documents, submission and opening of bids. As indicated in the Invitation to Bid, bidders must secure the required payment for the bidding documents on or before the deadline of the submission and receipt of bids. Bidders are encouraged to attend the bid opening through Zoom Meeting.



5. Replies to queries from the bidders:

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
1	<p>Under the non-functional requirements, it indicated “Bidder must provide a Cert of Completion or Cert of Acceptance or Cert of Satisfactory Performance issued by the bidder’s client for <b>implementing HRIS on or before 2018</b>. The bidder’s client must be a corporation or a government entity.”, may we request that the requirement be consistent with the SLCC which was indicated in the bid data sheet as “completed within the last five (5) years prior to the deadline for the submission and receipt of bids.”?</p>	<p><b>The objective of this requirement is to ensure that the prospective bidder has enough experience in implementing HRIS (e.g. web-based, stand-alone, network-based, etc). This would take into account the flexibility of the bidder’s offered HRIS solution to handle Gov’t mandated changes in Payroll Handling such as but not limited to new tax rates, PHIC Contribution scheme among others. On the other hand, the purpose of SLCC requirement is to establish the Bidder’s capacity to contract.</b></p> <p><b>In addition, said Technical Specifications/ Terms of Reference (TS/TOR) requirement will be changed to:</b></p> <p><b>Bidder must provide any of the following documents issued by the bidder’s client:</b></p> <ol style="list-style-type: none"> <li><b>1) Certificate of Completion; OR</b></li> <li><b>2) Certificate of Acceptance; OR</b></li> <li><b>3) Certificate of Satisfactory Performance.</b></li> </ol> <p><b>Any of the above documents will serve as proof of a successful implementation of an HRIS project AND the completion date of the project should be on or before December 31, 2018. The Bidder’s client must be a corporation or a Government Entity.</b></p> <p><b>If a new certificate shall be requested from the Government-client, the Certificate must indicate the implementation of an HRIS project AND the completion date which should be on or before December 31, 2018.</b></p> <p><b>May we cite, GPPB Non-Policy Matter Opinion dated 2015-11-27 (NPM No. 146-2015):</b></p> <p><b>Presently, the GPPB has no existing rules or issuance requiring a minimum of ten (10)-year market presence for bidders in IT-related procurement. The Procuring Entity (PE) has the authority and discretion sanctioned by the law to determine what it needs to procure and craft the necessary technical specifications and requirements to eventually satisfy these needs. However, in the preparation of the technical requirements, the PE should be able to craft the specifications</b></p>

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
		<p>without curtailing or limiting competition among market operators.</p> <p>The revised TS/TOR shall be provided in the succeeding Supplemental Bid Bulletin and after the Second (2nd) Pre-Bid Conference for the project.</p>
2	<p>Under the technical and functional requirements, it indicated “The system should be able to import data from <b>supported biometric devices</b>; real-time downloading of logs from supported biometric devices”, may we know what does “supported biometric devices” refer to? Does it refer to the <b>three (3) government clients</b> existing devices? Or is there a delivery of biometrics device for this project?</p> <p>In addition to that, may we know the following details:</p> <ul style="list-style-type: none"> <li>• Biometrics device brand</li> <li>• Biometrics device model</li> <li>• Biometrics device specifications</li> </ul>	<p>The supported biometric devices pertain to devices compatible to the minimum technical specification requirements of the HRIS that the bidder will propose. These biometric hardware devices are not part of this TOR but will be provided by the three (3) Government-clients. The biometric hardware devices may differ for each Government-client.</p> <p>In addition, the HRIS should be able to accommodate manual upload of attendance logs using the template of the HRIS.</p>
3	<p>We would also like to know what are the <b>three (3) government clients</b> where the procured system will be implemented to? Please do understand that several factors are needed to properly assess this project for a prospective bidder. With that said, we would like to inquire about the following:</p> <p><b>3-a.</b> Where are the government clients located?</p> <p style="padding-left: 20px;">i. Will this be based on Metro Manila?</p> <p><b>3-b.</b> What is the timeline for each government client?</p> <p style="padding-left: 20px;">ii. Other than the indicated “Delivery and installation per lot must be completed within thirty (30) calendar days from receipt of the Notice from DBP the Notice to Deliver and Install the HRIS to the identified Government Agency.”, there are details that are left out such as the following:</p> <p style="padding-left: 40px;">1. When will the “Notice from DBP the Notice to Deliver and Install the HRIS to the identified Government Agency” be sent to</p>	<p>Presently, one (1) located in Southern Luzon, one (1) located in Visayas and one (1) to be confirmed after the issuance of Notice of Award (NOA).</p> <p>After the delivery and installation of the HRIS, timelines for all subsequent activities shall be proposed and presented by the winning bidder to each Government-client and to be agreed upon by the winning bidder, DBP and respective Government-clients.</p> <p>Issuance of written instruction from DBP to deliver and install HRIS to the identified Govt-client shall be dependent on the readiness of the Government-clients</p>

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	<p>the winning bidder? As there will be activities prior to this such as meetings, documentations, and ensuring end-users availability before commencement among other essential activities, what are the expected timeline and activities <b>before, during and after the notice from DBP to deliver?</b></p> <p>For example, would it be:</p> <p>1<sup>st</sup> Government Client</p> <ul style="list-style-type: none"> <li>• Kick-off meeting with DBP (not included in the 30 calendar days)</li> <li>• Data gathering with DBP (not included in the 30 calendar days)</li> <li>• <b>Notice to Deliver from DBP</b> (30 calendar days start here) <ul style="list-style-type: none"> <li>○ <b>Delivery and installation</b></li> </ul> </li> <li>• Training (not included in the 30 calendar days)</li> <li>• Documentation (not included in the 30 calendar days)</li> <li>• Completion</li> </ul> <p>2<sup>nd</sup> Government Client</p> <ul style="list-style-type: none"> <li>• <b><i>Timeline will start after the completion of the 1<sup>st</sup> government client</i></b></li> <li>• Kick-off meeting with DBP (not included in the 30 calendar days)</li> <li>• Data gathering with DBP (not included in the 30 calendar days)</li> <li>• <b>Notice to Deliver from DBP</b> (30 calendar days start here) <ul style="list-style-type: none"> <li>○ <b>Delivery and installation</b></li> </ul> </li> <li>• Training (not included in the 30 calendar days)</li> <li>• Documentation (not included in the 30 calendar days)</li> <li>• Completion</li> </ul>	<p><b>(Servers, availability of personnel). After delivery and installation of HRIS, timelines for all subsequent activities shall be provided by the winning bidder and to be agreed upon by the winning bidder, DBP and Government-client.</b></p>

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	<p>3<sup>rd</sup> Government Client</p> <ul style="list-style-type: none"> <li>• <b>Timeline will start after the completion of the 2<sup>nd</sup> government client</b></li> <li>• Kick-off meeting with DBP (not included in the 30 calendar days)</li> <li>• Data gathering with DBP (not included in the 30 calendar days)</li> <li>• <b>Notice to Deliver from DBP</b> (30 calendar days start here) <ul style="list-style-type: none"> <li>○ <b>Delivery and installation</b></li> </ul> </li> <li>• Training (not included in the 30 calendar days)</li> <li>• Documentation (not included in the 30 calendar days)</li> <li>• Completion</li> </ul> <p>2. Will it be there (3) simultaneous delivery across the government agencies?</p> <p>3. What would happen if the government agency was not able to follow the schedule? As the delivery period is restricted to <b>thirty (30) calendar days</b>, strictness and transparency towards the schedule must be enforced and adhered.</p> <p>3-c. How many employees will there be for each government client?</p> <p>i. How many will be trained?</p>	<p>The delivery timeline for each Government-client are independent of each. After delivery and installation of HRIS, timelines for all subsequent activities shall be provided by the winning bidder and to be agreed upon by the winning bidder, DBP and Government-client.</p> <p>Written Instruction from DBP will only be provided if the Govt-client is available and ready. The 30 days period pertains to the delivery and installation of HRIS only.</p> <p>We are estimating at least 1,000 employees for each Government-client, though final figures will be provided during the data gathering. Your system should be capable of accommodating unlimited user accounts as per TS/TOR.</p> <p>This would be dependent on the specific requirements of the respective Government-clients. The attendees in the training sessions are the HRIS users and/or their alternates designated by the respective Government-clients.</p>

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	<p><b>3-d.</b> What kind of server will be used?</p> <p>i. Is it on-premise, cloud-based, or will it be hosted in DBP?</p> <p>ii. What are the specifications of the server? (This is very important to assess the expected performance of the system)</p> <p>iii. What operating system will be used by the server? Will you allow any operating system? How will licenses be treated? Will this be provided by the government client?</p> <p>iv. What database will be used? Will you allow any database? How will licenses be treated? Will this be provided by the government client?</p>	<p><b>This requirement/ specification shall be dependent on the preference of the Government-client.</b></p> <p><b>The proposed HRIS should be able to run on the Server with the following specifications:</b></p> <p><b>2.2GHz CPU, 8 Core, 64 GB RAM, 1 TB storage.</b></p> <p><b>The HRIS should be compatible with Windows Server 2016 or later. MS Windows Server Standard English MS Volume Licensing (MVL). MS Windows Server Standard-Client Access License (CAL).</b></p> <p><b>OS will be provided by the Government-client.</b></p> <p><b>The Bidder shall indicate the minimum technical specifications required by their HRIS to run, following the table below:</b></p> <table border="1" data-bbox="878 1096 1401 1360"> <thead> <tr> <th data-bbox="878 1096 1125 1136">SPEC</th> <th data-bbox="1125 1096 1401 1136"></th> </tr> </thead> <tbody> <tr> <td data-bbox="878 1136 1125 1176">Compatible OS:</td> <td data-bbox="1125 1136 1401 1176"></td> </tr> <tr> <td data-bbox="878 1176 1125 1236">CPU Speed</td> <td data-bbox="1125 1176 1401 1236"></td> </tr> <tr> <td data-bbox="878 1236 1125 1276"># of Cores</td> <td data-bbox="1125 1236 1401 1276"></td> </tr> <tr> <td data-bbox="878 1276 1125 1316">Memory:</td> <td data-bbox="1125 1276 1401 1316"></td> </tr> <tr> <td data-bbox="878 1316 1125 1356">Storage:</td> <td data-bbox="1125 1316 1401 1356"></td> </tr> </tbody> </table> <p><b>Indicate also other server requirements, if any.</b></p> <p><b>This shall form part of the Bidders' bid submission.</b></p> <p><b>The database should be included in the proposed HRIS to be delivered by the winning bidder. If applicable, the database license will be provided by the winning bidder to the Government-client.</b></p>	SPEC		Compatible OS:		CPU Speed		# of Cores		Memory:		Storage:	
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4	<p>Who will sign the user acceptance and other sign-off documents?</p> <p><b>4-a.</b> Will it be DBP? Since DBP is the procuring entity, data gathering and requirements will be determined and DBP, winning bidder will only deliver and install to the identified government client?</p> <p><b>4-b.</b> Will the winning bidder only develop <b>one (1) version</b> of the system to be distributed to the <b>three (3) government clients</b>?</p> <p><b>4-c.</b> Will the winning bidder be assured that specifications will not be changed across the <b>three (3) government clients</b>? Will there be no further development to be done since DBP will be the one to enforce and assure that the specifications in the TOR was identified to be the final specifications across all three (3) government clients?</p> <p><b>4-d.</b> Will there be additional contracts to be made between the winning bidder and the three (3) government clients?</p>	<p><b>No, User Acceptance Certificates and other sign-off documents shall be approved and issued by each of the three (3) Government-clients. Once those documents are signed, it will be submitted to DBP as basis for payment under this contract.</b></p> <p><b>It is preferred that the winning bidder provide the same HRIS to each Government-client.</b></p> <p><b>The TOR shall be the final specifications across all three (3) Government-clients.</b></p> <p><b>None.</b></p>												
5	<p>May we also request a clear copy of the specifications? Specifically Form 9?</p> <p>As it is very difficult to read. An example page is as follows:</p> <p style="text-align: center;"><b>FORM 9 (page 11 of 12)</b></p> <table border="1" data-bbox="354 1312 847 1570"> <thead> <tr> <th data-bbox="354 1312 787 1323">Technical Specifications/ Requirement</th> <th data-bbox="787 1312 847 1396">Bidder's Statement of Compliance (Bidders must state here either "Comply" or "Not Comply")</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 1396 787 1444"> <small>Government regulatory issuances related or affects payroll (e.g. New tax rates, Philhealth contribution computation, new report formats of Philhealth/ICM/BIH etc.) requiring system enhancement and installation of software in user hardware where the HRIS is installed shall be covered by the maintenance support.</small> </td> <td data-bbox="787 1396 847 1396"></td> </tr> <tr> <td data-bbox="354 1444 787 1465"><b>NON-FUNCTIONAL REQUIREMENTS</b></td> <td data-bbox="787 1444 847 1444"></td> </tr> <tr> <td data-bbox="354 1465 787 1476"><b>Documentary Requirements</b></td> <td data-bbox="787 1465 847 1465"></td> </tr> <tr> <td data-bbox="354 1476 787 1514"> <small>Bidder must provide a Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Bidder's client for implementing HRIS on or before the year 2026. The Bidder's client must be a corporation or a Government Entity.</small> </td> <td data-bbox="787 1476 847 1476"></td> </tr> <tr> <td data-bbox="354 1514 787 1570"> <small>Bidder must provide a Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Bidder's client for HRIS. The client must be a Department level of Philippine Government Agency or a DHS/DOCS or local Government Unit including Barangays for implementing HRIS. Bidder must provide a certification that the HRIS has been implemented or used by a corporation or a Government Entity with at least 2000 employees. The certification should include the contact person and contact information of the Company or Government Entity. <small>* Only a valid current Certificate of Incorporation from the State Resource Commission.</small></small> </td> <td data-bbox="787 1514 847 1514"></td> </tr> </tbody> </table>	Technical Specifications/ Requirement	Bidder's Statement of Compliance (Bidders must state here either "Comply" or "Not Comply")	<small>Government regulatory issuances related or affects payroll (e.g. New tax rates, Philhealth contribution computation, new report formats of Philhealth/ICM/BIH etc.) requiring system enhancement and installation of software in user hardware where the HRIS is installed shall be covered by the maintenance support.</small>		<b>NON-FUNCTIONAL REQUIREMENTS</b>		<b>Documentary Requirements</b>		<small>Bidder must provide a Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Bidder's client for implementing HRIS on or before the year 2026. The Bidder's client must be a corporation or a Government Entity.</small>		<small>Bidder must provide a Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Bidder's client for HRIS. The client must be a Department level of Philippine Government Agency or a DHS/DOCS or local Government Unit including Barangays for implementing HRIS. Bidder must provide a certification that the HRIS has been implemented or used by a corporation or a Government Entity with at least 2000 employees. The certification should include the contact person and contact information of the Company or Government Entity. <small>* Only a valid current Certificate of Incorporation from the State Resource Commission.</small></small>		<p><b>The Bidder was provided through email a clear copy of the TS/TOR on 10 January 2023, which was duly acknowledged through email on 11 January 2023.</b></p>
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6	<p><b>Prohibition on recording audio, video and taking of pictures</b></p> <p>This directive was stated in the bid documents. With all due respect, we find this strange. The BAC is allowed to record but the participants are not allowed is absurd and tramples upon fairness. There is no legal basis to prohibit recordings and the like because the activity is a public one the first place. <b>Secs. 22.3 and 22.4 of the IRR</b></p>	<p><b>The DBP is compliant in the conduct of the Pre-Bid Conference pursuant to Secs 22.3 and 22.4 of the IRR of RA 9184.</b></p> <p><b>In particular, Section 22.4 prescribes that "minutes of the Pre-bid Conference shall be recorded and prepared not later than five (5) calendar days after the Pre-bid Conference, and shall be made available to prospective bidders not later than five (5) days upon written request."</b></p>												

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	<p><b>of R.A. 9184</b> clearly shows that a pre-bid conference is public in nature, for better appreciation the same are hereby quoted as follows:</p> <p>22.3 <i>The pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference. Pre-bid conference may be conducted in person or face-to-face through videoconferencing, webcasting, or similar technology, or a combination thereof. Procuring Entities with videoconferencing capabilities that have manufacturers, suppliers, distributors, contractors and/or consultants that also have videoconferencing capabilities may conduct their pre-bidding conferences electronically. The Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.</i></p> <p>22.4 <i>The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to prospective bidders not later than five (5) days upon written request.</i></p> <p>(emphasis supplied)</p> <p>The pre-bid conference is a venue for the procuring entity to discuss, clarify and explain the project and the contract and is open to prospective bidders. Prospective bidders can also raise questions and clarifications for the purpose of understanding what they are getting into and in order to make an intelligent bid or to further question the elements and components of the bid. The fact that there is an interaction which is open to all prospective bidders clearly exemplifies the public nature of the process.</p> <p>It is noteworthy to revisit the governing principles of <b>R.A. 9184</b> as stated in the IRR,</p>	<p>Based on this provision above, therefore, it is implied that it is within the BAC's authority to approve the release of the minutes upon written request. In the same vein, video and audio recording by the bidders require clearance from the BAC, which is emphasized in the Data Privacy Consent which is read prior to the conduct of the Pre-bid Conference.</p> <p>Further, may we cite GPPB Non-Policy Matter Opinion No. 014-2009, to wit, "<i>The manner in which the bidders would like to record the Pre-Bid Conference and the Submission and Opening of Bids, such as, manually by taking down notes, or electronically through audio or video, would be subject to the sound regulatory discretion of the procuring entity. Said entity may, thus, restrict the recording of the subject procurement proceedings to mere taking down notes or audio recordings, without violating the right of the bidders to access public information.</i>" xxx</p> <p style="text-align: center;">and</p> <p>xxx "<i>Should the procuring entity decide to record the proceedings using audio or video technology, access to such recordings is likewise subject to reasonable regulations to be determined by the procuring entity. Thus, it may be the case that the procuring entity would refuse access to such electronically-recorded proceedings, but nonetheless allow bidders to get copies of the minutes thereof, upon payment of reasonable fees, and pursuant to a prior written request by the bidder.</i>" xxx</p> <p>The bidder was provided a copy of the Minutes of the Pre-Bid Conference for the project (free of charge) attached in DBP letter dated 13 January 2023.</p>



NO.	QUERY/CONCERN	REPLY/CLARIFICATION
	<p>particularly <b>Sec. 3</b> thereof, which speaks of <i>transparency, accountability, and public monitoring</i>, the same is hereby quoted for better appreciation:</p> <p><i>Section 3. Governing Principles on Government Procurement</i></p> <p><i>The procurement of the GoP shall be governed by these principles:</i></p> <p><i>a) Transparency in the procurement process and in the implementation of procurement contracts through wide dissemination of bid opportunities and participation of pertinent non-government organizations.</i></p> <p><i>b) Competitiveness by extending equal opportunity to enable private contracting parties who are eligible and qualified to participate in competitive bidding.</i></p> <p><i>c) Streamlined procurement process that will uniformly apply to all government procurement. The procurement process shall be simple and made adaptable to advances in modern technology in order to ensure an effective and efficient method.</i></p> <p><i>d) System of accountability where both the public officials directly or indirectly involved in the procurement process as well as in the implementation of procurement contracts and the private parties that deal with GoP are, when warranted by circumstances, investigated and held liable for their actions relative thereto.</i></p> <p><i>e) Public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of the Act and this IRR, and that all these contracts are performed strictly according to specifications.</i></p> <p>From the foregoing, the directive in prohibiting the recording and the like of the pre-bid conference has no legal basis in light of the fact of the public nature of the procurement process and is anathema to the policy of transparency, accountability and public monitoring mandated by <b>R.A. 9184</b>. As a consequence, this questioned directive may also be a violation of <b>R.A. 6713</b> by the responsible officers who authored the same.</p>	

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7	Requested for a second pre-bid conference in light of the fact that there are queries and clarifications that were not yet resolved, including the December 28, 2022 letter. Unfortunately, this was not granted pursuant to the email send on the same day, instructing the bidder to submit their written questions and expect the results in a future bid bulletin.	<b>Please refer to page 1 of this Supplemental Bid Bulletin No. 2 relative to the schedule of the Second (2<sup>nd</sup>) Pre-Bid Conference.</b>
8	<p><b>Objection to the Instruction to Submit Written Questions/Clarification and Expect Results in a Future Bid Bulletin</b></p> <p>An HRIS system has many technical aspects from software; hardware; implementation and logistical challenges that must be address, disclosed and understood by a prospective bidder in order to intelligently decide on whether or not to proceed in participating with the bid. The questions/clarification in <b>Annex “A”</b> is not enough and complete because at the onset, <b>the technical specification in the bid documents are not readable</b>, hence the bidder requested for a clear copy. A clearer copy would allow all prospective bidders to properly appreciate the bid they are about to be participating in and more importantly allow them the intelligently formulate their clarifications or questions.</p>	<p><b>The Bidder was provided through email a clear copy of the TS/TOR on 10 January 2023, which was duly acknowledged through email on 11 January 2023.</b></p>
9	<p>The failure of the BAC to provide a clear copy of the previously requested technical specification in the pre-bid conference and to encourage the participants to raise their clarifications would lead a reasonable man to draw the opinion that there is a favored bidder.</p> <p>It is the bidder’s position that if ever this procurement would proceed without providing a clear copy of the technical specifications, only a bidder who is favored or who has a copy of the clear contents of the technical specification would bid – this would be unfair under any circumstances and is definitely a bastardization of R.A. 9184.</p>	<p><b>The bidding documents and the TS/TOR are all posted at the PhilGEPS and DBP Website. We apologize that the technical specification may have become unclear due to scanning and posting but not intentional.</b></p> <p><b>The BAC encourages the prospective bidders to raise/concerns and clarifications to be able to answer and improve the TS/TOR, as necessary.</b></p> <p><b>To say that there is a favored bidder is contradictory. A “clear” copy is subjective, “clear” copy to other may not be clear to other bidders.</b></p> <p><b>Nonetheless, bidders have the option to coordinate to request for a clear copy instead of stating accusing that bidder will not be provided a clear copy because there is a favored bidder.</b></p> <p><b>The concerned bidder was provided through email a clear copy of the TS/TOR on 10 January 2023, which was duly acknowledged through email on 11 January 2023.</b></p>

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
10	<p>The scheme of answering bidder's clarification and queries through a bid bulletin, considering that improperly conducted pre-bid conference is highly suspect. This bid bulleting may be released on the last allowable day for the same, timed to prevent the entertainment of any further questions. This is our humble opinion pursuant to: (a) the absence of resolution on bidder's request for a clear copy of the technical specification; (b) it seems that only was given this instruction; (c) at least seven prospective bidders were not given the chance to interpose their questions/clarification; (d) the three bidders who interposed their questions may have still additional questions/clarifications to make; and (e) the supposed answer or explanation of the BAC to questions or clarifications of prospective bidders may give rise to further clarifications, among others.</p> <p>From the foregoing, there should be a second pre-bid conference to properly implement the purpose of the same in accordance with the <b>IRR of R.A. 9184, the Manual for the Procurement of Goods and GPPB Circular 02-2018</b>, all in relation to <b>R.A. 6713</b> particularly <b>Sec. 4 (a), (b) &amp; (c), R.A. 6713</b>, which reads:</p> <p><b>Section 4. Norms of Conduct of Public Officials and Employees.</b> – (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:</p> <p>(a) <b>Commitment to public interest.</b> – Public officials and employees <b>shall always uphold the public interest over and above personal interest.</b> All government resources and powers of their respective offices must be employed and used <b>efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.</b></p> <p>(b) <b>Professionalism.</b> – Public officials and employees shall perform and discharge their duties with the <b>highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to</b></p>	<p>Pursuant to <b>Sec. 22.5.1, "Request for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids."</b></p> <p>It is implied that it is not necessary to reply to each bidder in writing, but it is prescribed to issue a Bid Bulletin.</p> <p><b>Section 22.5.2 prescribes that "For purposes of clarifying or modifying any provision of the Bidding Documents, Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative at least seven (7) calendar days before the deadline for the submission and receipt of bids."</b></p>

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	<p><b><i>discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.</i></b></p> <p><i>(c) Justness and sincerity. – Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.</i></p> <p>(emphasis supplied)</p>	
11	<p><b>Additional requests</b></p> <p>The ABC for this project is more than P2, 000,000.00 and thus requires a pre-procurement conference in accordance with Sec. 20.2 of the IRR of R.A.9184, the relevant portion is hereby quoted:</p> <p><i>20.2 The holding of a pre-procurement conference may not be required for small procurements, i.e., procurement of Goods costing Two Million Pesos (P2,000,000.00) and below, xxx xxx xxx.</i></p> <p>This said and in line with R.A. 9184, its IRR, Government Procurement Manual, and R.A. 6713 among others, require a feasibility study, market research and justification, among others on the technical specification (that no clear copy is yet provided) as advertised.</p> <p>In the spirit of transparency as a pillar of R.A. 9184, the provisions of R.A. 6713 in relation to R.A. 11032 request is hereby made for a copy of:</p> <ol style="list-style-type: none"> <li>1. the pre-procurement conference minutes;</li> <li>2. market study/research, related documents, particularly the on the technical specification of the proposed procurement of the HRIS.</li> </ol>	<p>Section 20 of the IRR of RA 9184 prescribes that <b><i>“Prior to the advertisement or the issuance of the Invitation to Bid/Request for Expression of Interest for each procurement undertaken through a competitive bidding, the BAC, through its Secretariat, shall call for a pre-procurement conference. The pre-procurement conference shall be attended by the BAC, the Secretariat, the unit or officials, including consultants hired by the Procuring Entity, who prepared the Bidding Documents and the draft Invitation to Bid/Request for Expression of Interest for each procurement.”</i></b></p> <p>The TS/TOR are based on its needs and the result of the market study. It is a procurement meeting without the attendance of the bidders. This meeting is prior to the issuance of the Bidding Documents to the project. It is not prescribed that the market study and minutes of the Pre-procurement meeting be disclosed to the public.</p> <p><b>GPPB Non-Policy Matter Opinion dated 2015-11-27 (NPM No. 146-2015):</b></p> <p><b><i>“The Procuring Entity (PE) has the authority and discretion sanctioned by</i></b></p>

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		<p><i>the law to determine what it needs to procure and craft the necessary technical specifications and requirements to eventually satisfy these needs. However, in the preparation of the technical requirements, the PE should be able to craft the specifications without curtailing or limiting competition among market operators.”</i></p>
12	<p>Our inquiry for the above project regarding TAB 14 : Valid and Current Certification of Registration form the Data Privacy Commission.</p> <p>Our DPO has resigned but our application is ongoing, so, our Certification is on-hold, can we instead submit a Non-Disclosure Agreement?</p>	<p><b>As processing of personal data is concerned, valid and current registration from the National Privacy Commission (NPC) is a mandatory requirement. This is to ensure a sound recourse of accountability for both the Personal Information Controller (DBP) and the Processor.</b></p> <p><b>As such, execution of the Non-Disclosure Agreement may not be used as a replacement of the said registration.</b></p> <p><b>Further, please be advised that the registration of the DPO is a separate and distinct process from the registration of the data processing system.</b></p> <p><b>Hence, they may ask the NPC for the copy of their existing registration if there's any.</b></p>
13	<p>Is the HRIS CSC compliant or it is optional since it's not indicated in the document?</p>	<p><b>Mandatory forms and reports required by the different Government agencies (e.g., BIR, GSIS, CSC, PhilHealth, HDMF etc.) should conform to the required formats of the respective agencies.</b></p>
14	<p>Since there are option to choose whether system on-premise or cloud base.</p> <ul style="list-style-type: none"> <li>•who will decide for each deployment?</li> <li>•is the deployment are applicable to all LGU or LGU to select which deployment they prefer?</li> <li>•Should this be also included to document for clarity and security of both parties?</li> </ul>	<p><b>This requirement/specification shall be dependent on the preference of each Government-client, which shall be discussed and agreed upon with each Government-client during the project kick-off meeting after the issuance of the NOA.</b></p>
15	<p>Should you allow extension from 30 days delivery and if so, up to how long?</p>	<p><b>The 30-day period pertains only to the delivery and installation of the HRIS. Any extension and amendments are allowed under the 2016 Revised IRR of RA 9184 subject to appropriate justification to be approved by the Procuring Entity. The project shall be monitored by the DBP's concerned business unit.</b></p> <p><b>May we refer you to Annex “D” of the 2016 Revised IRR of RA 9184 relative to contract implementation.</b></p>

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
16	<p>For on-premise deployment,</p> <ul style="list-style-type: none"> <li>• As per pre bid, hardware is supplied by the clients which is LGU, is this correct?</li> <li>• Since system will be available online, do you have an public Static IP solely for this purpose?</li> <li>• Is the server solely dedicated only for the HRIS system?</li> </ul>	<p><b>Hardware (Servers/Biometrics) shall be provided by the Government-client.</b></p> <p><b>All peripheral requirements for the HRIS to run shall be provided by the Government-client.</b></p> <p><b>Not necessarily. This shall depend on the capability of the server and the preference of the Government-client but should still meet all the minimum hardware and OS requirements of the HRIS.</b></p>
17	<p>For biometrics, only our recommended by vendor should be use and no other existing biometric integration to support. Is this correct?</p>	<p><b>The supported biometric devices pertain to devices compatible with the minimum technical specification requirements of the HRIS that the bidder will propose. However, the HRIS should be able to accommodate manual upload of attendance logs from other biometric devices using the template of the HRIS.</b></p>
18	<p>When is the Schedule of 2nd prebid?</p>	<p><b>Please refer to page 1 of this Supplemental Bid Bulletin No. 2 relative to the schedule of the Second (2<sup>nd</sup>) Pre-Bid Conference.</b></p>
19	<p>Is the date of submission for electronic bid submission for Bid documents and manual are same?</p>	<p><b>Yes, the deadline for the submission of your bid proposal is on the same date regardless of the manner of submission whether manually or electronically.</b></p> <p><b>For electronic/online submission, bidders must inform the BAC Secretariat through email of their intent to submit their bids electronically. The BAC Secretariat shall provide the link to the Microsoft OneDrive where the bidder will upload their bid proposals.</b></p>
20	<p>Until when will the supplier able to modify the bid documents?</p>	<p><b>Section 26.1 of the 2016 Revised IRR of RA 9184 prescribes that, “a bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. xxx”</b></p>
21	<p>If we are to provide the hardware specifications needed for the system, is there any specific date when we'll be submitting it?</p>	<p><b>Please refer to our reply to Item No. 3-d under page 6 of this Supplemental Bid Bulletin No. 2.</b></p>
22	<p>Does the thirty (30) Delivery days include the customization of the software?</p>	<p><b>No, customization is part of the implementation phase.</b></p> <p><b>Please refer to our reply to Item No. 3-b under page 3 of this Supplemental Bid Bulletin No. 2.</b></p>
23	<p>May we know the location of the Three (3) Government Clients of the Development Bank of the Philippines?</p>	<p><b>Please refer to our reply to Item No. 3-a under page 3 of this Supplemental Bid Bulletin No. 2.</b></p>

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
24	For Purchasing of Bid, do we need to pay on your premises? Or we can Bank Transfer the said amount?	<p><b>You may settle the payment at the DBP Head-Office, please proceed to 6<sup>th</sup> floor BAC Secretariat, or at any DBP Branches.</b></p> <p><b>No. Currently, there is no option for Bank Transfer.</b></p>
25	For Tab 13, can we sum up all the employees of the different government entity?	<p><b>No, at least 1,000 employees should be from a single Corporation or Government Entity.</b></p>
26	For Tab 11 which states the HRIS should be implemented on or before the year 2018, we request to make it ON OR AFTER the YEAR 2018.	<p><b>Please refer to our reply to Item No. 1 under page 2 of this Supplemental Bid Bulletin No. 2.</b></p>
27	<p>On the Portion on the Non-Functional Requirement (Form 9) specifically on the provision which states, to quote:</p> <p>"Bidder must provide a Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Bidder's Client for implementing HRIS <b>ON OR BEFORE THE YEAR 2018</b>. The Bidder's Client must be a corporation or a government Entity".</p> <p>The reckoning standard of "on or before the Year 2018" must be clarified if whether or not it is appropriate, considering that:</p> <p>a. This is a Limiting Condition which would run counter to the very spirit of public bidding which is to invite and give equal opportunities to those capable and qualified suppliers of HRIS with the newest technology and updated system. It would give undue advantage to Suppliers with corporate existence prior to 2018 as one of the main criteria for the evaluation of qualified Supplier of the System.</p> <p>This requirement also defeats the intent of another given requirement in Item 4 of the portion on Invitation to Bid, which provides:</p> <p>"Bidders must have completed within the last five (5) years from the date of submission and receipt of bids, a contract similar to the project equivalent to at least fifty (50) percent of the ABC x x x".</p> <p>We are therefore respectfully requesting for the End-User to revisit this specific requirement and to perhaps suggesting for it to be modified.</p>	

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
28	<p>In Section II under Scope of Bids, specifically in item 1, which stated that the HRIS is for the three (3) government clients of DBP, maybe we provided of the following:</p> <p><b>28-a.</b> Number of employees/personnel of those three clients and</p> <p><b>28-b.</b> Classification (whether or not it is an NGA or an LGU)</p> <p><b>28-c.</b> Whether or not there is an available and working Internet Network and/or existing Network Set-Up</p> <p>The reason for this is because we have a ready system, but the process of an NGA is different from that of the LGU - thus, the classification of whether the clients are an LGU, or an NGA is material.</p> <p>Further, the internet Network and or existing Network Set-up is pertinent to the proposal to supply a "Web-based ready HRIS" to the three clients as far as infrastructure is concerned. These factors must be clarified because this may have a direct relation to the potential additional expenses that the Supplier may incur just to comply with the 30-day delivery and installation requirement.</p>	<p><b>Please refer to our reply to Item No. 3-c under page 5 of this Supplemental Bid Bulletin No. 2.</b></p> <p><b>HRIS to be provided should be suitable for any Government-client whether an NGA or LGU.</b></p> <p><b>Government-clients Internet and network are available.</b></p>
29	<p>In Section IV. Schedule of Requirements, it was stated there that the "delivery and installation per lot must be completed within thirty (30) calendar days from receipt of the Notice to Deliver and Install the HRIS", in relation hereto, may we be clarified on the following:</p> <p><b>29-a.</b> In the 30 days requirement, have we considered the factor of the period on Data Migration - is this part of the 30 days? Rationale for this is that Data Migration in order to test the system is important.</p> <p><b>29-b.</b> The other factor is whether or not the "data" from these three clients are "clean" (quality of the data) and need not be processed further - this is because the Supplier may unwittingly open themselves to "unplanned expenses" not covered by the total project cost and may entail delay in the implementation</p>	<p><b>Please refer to our reply to Item No. 3-b under page 3 of this Supplemental Bid Bulletin No. 2.</b></p> <p><b>Please refer to our replies to Item No. 3-b under page 3 and Item No. 22 under page 14 of this Supplemental Bid Bulletin No. 2.</b></p>



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	and possible effect on the capability of the potential Supplier.	
30	In the Form 9 (Technical Specifications), can we be clarified on whether or not the systems and Forms to be produced as by-product of the HRIS System should be COA and CSC compliant? if the three clients are either an NGA and or an LGU, the system and the forms is respectfully suggested to be COA and CSC compliant.	<b>Please refer to our reply to Item No. 13 under page 13 of this Supplemental Bid Bulletin No. 2.</b>
31	May we be clarified if there is already an "On Premise Server" available for these three clients (if on prem) where potential Supplier may use. If on "Cloud", are the provision on Cloud Server available too? These are material to the implementation and testing of the system - thus must be specified for the potential Suppliers?	<b>Please refer to our reply to Item No. 3-d under page 6 and Item No. 14 under page 13 of this Supplemental Bid Bulletin No. 2.</b>
32	Eligibility Requirements  Single Largest Completed Contracts-requesting to be relaxed from any software development with attached contract.	<b>Only HRIS projects shall be considered.</b>
33	Eligibility Requirements  Timeline of the Project - May we request to extend at least 120 Calendar Days?	<b>Please refer to our reply to Item No. 15 under page 13 of this Supplemental Bid Bulletin No. 2.</b>
34	Technical Requirements  How many systems will be developed? 34-a. If one system for all the applications mentioned. i. What will be the process and hierarchy of each system? 34-b. If multiple system will be developed: i. Is it developed separately? 1. How will we integrate each system into one another? 2. What will be the process and hierarchy of each system? 3. In each system, how many portals will be developed? 4. How will the user access each system/application?	<b>Please refer to our reply to Item No. 4-b under page 6 of this Supplemental Bid Bulletin No. 2.</b>
35	Technical Requirements  Expected platforms to consume? a. Web Application – b. Mobile Responsive – c. Mobile Application –	<b>At least web application.</b>

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36	<p>Technical Requirements</p> <p>How many expected users?</p>	<p>Please refer to our reply to Item No. 3-c under page 5 of this Supplemental Bid Bulletin No. 2.</p>
37	<p>Technical Requirements</p> <p>List down the specific type of users</p> <ul style="list-style-type: none"> <li>a. Admin</li> <li>b. Employee</li> <li>c. Applicant</li> </ul>	<p>Yes, it covers these users. Please refer to the TS/TOR for the full details of the requirement.</p>
38	<p>Technical Requirements</p> <p>Is this on premise or cloud base? (if yes , who will pay? or we will assume that the client already has a cloud base server/system?)</p> <ul style="list-style-type: none"> <li>a. Do you have an existing Server? <ul style="list-style-type: none"> <li>i. Is your server Capable? <ul style="list-style-type: none"> <li>1. Would there be a willingness for a delay on server development?</li> <li>2. If the server is to follow, does it include installation?</li> </ul> </li> </ul> </li> </ul> <p>NOTE: If the server is to follow, it will delay the installation of the system.</p>	<p>Please refer to our reply to Item No. 3-d under page 6 and Item No. 14 under page 13 of this Supplemental Bid Bulletin No. 2.</p>
39	<p>Technical Requirements</p> <p>Biometrics? (If there is an existing unit or is it to follow does it include installation?)</p> <ul style="list-style-type: none"> <li>a. If there is no existing hardware, what specifications? <ul style="list-style-type: none"> <li>i. How many?</li> </ul> </li> </ul>	<p>Please refer to our reply to Item No. 2 under page 3 of this Supplemental Bid Bulletin No. 2.</p>
40	<p>Technical Requirements</p> <p>30 days procurement? (Need more details about the process)</p> <ul style="list-style-type: none"> <li>a. Is there any leniency when it comes to the 30 day procurement?</li> </ul>	<p>Please refer to our reply to Item No. 3-b under page 3 of this Supplemental Bid Bulletin No. 2.</p>
41	<p>Multiple, simultaneous access</p> <p>What does multiple access mean? Does this mean multiple access per person simultaneously on different devices?</p>	<p>Multiple users should be able to access the system simultaneously.</p>
42	<p>Create unlimited acct with diff functionalities.</p> <p>Are the functionalities pre-set? Preset means approver, viewer, etc.</p>	<p>System should be parameterized and flexible to be able to create groups with various functions (Admin, Employee, HR, applicant etc.) with workflow roles (Maker, Approver, etc.)</p>
43	<p>Upload pictures</p> <p>Is there a size limit and file format specification? File format like pdf only or jpg only</p>	<p>File limit size specification shall be provided by the winning bidder. File type should be common image type formats like JPG or PNG compatible with the HRIS.</p>

NO.	QUERY/CONCERN	REPLY/CLARIFICATION
44	Save and present historical data How old is historical data?	<b>Minimum of 10 years (data can be archived).</b>
45	Support biometric device. RT download Is the bio device existing? What is the model?	<b>The supported biometric devices pertain to devices compatible with the minimum technical specification requirements of the HRIS that the bidder will propose.</b>  <b>These hardware devices are not part of this requirement but will be provided by the three (3) Government-clients.</b>
46	Support online application/approvals Is the online approval through app? Or is there any other form of applications/approval? Like email?	<b>Approval shall be done through the HRIS online regardless of channel.</b>
47	Create service record of personnel Will this be used in Certificate of Employment? If yes, does this require e-sig? if e-sig, does this need to be PNPKI registered?	<b>It will be used in the Certificate of Employment. E-Signature not required.</b>
48	Is 30-day delivery extendable?	<b>The 30-day delivery and installation shall be strictly observed.</b>  <b>Please refer to our reply to Item No. 3-b under page 3 of this Supplemental Bid Bulletin No. 2.</b>
49	Do you have preferred tech stack?	<b>No preference. As long as it is compatible with the requirement.</b>
50	Where will this be deployed (cloud or on-premise)?	<b>Please refer to our reply to Item No. 3-d under page 6 and Item No. 14 under page 13 of this Supplemental Bid Bulletin No. 2.</b>
51	If this is web-based, is there a ready DNS?	<b>Depends on the Government-client. This shall be discussed more in detail during the data gathering activities per Government-client.</b>
52	Request to indicate the preferred hardware requirements or preferred brand for the biometrics.	<b>There are no biometric hardware device requirements as the specifications shall be provided by the bidder/vendor. The biometrics are not part of what is being procured.</b>  <b>Please refer to our reply to Item No. 2 under page 3 and Item No. 3-c under page 5 on minimum specifications of this Supplemental Bid Bulletin No. 2.</b>

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53	<p>Requesting confirmation that the service provider will provide the hardware requirement which will then enable the system to run.</p> <p>The system to be provided should run on the specific hardware.</p> <p>If DBP does not specify any requirement, then, the delivery date might be affected.</p>	<p>Please refer to our reply to Item No. 2 under page 3 and Item No. 3-c under page 5 on minimum specifications of this Supplemental Bid Bulletin No. 2.</p>
54	<p>The provider should therefore not be blamed in case of installation failure or delays in delivery.</p>	<p>Please refer to our reply to Item No. 3-b under page 3 on minimum specifications of this Supplemental Bid Bulletin No. 2.</p>
55	<p>What if the client is ready but the system is not compatible? This will cause a delay in the project.</p>	<p>Please refer to our reply to Item No. 3-b under page 3 on minimum specifications of this Supplemental Bid Bulletin No. 2.</p>
56	<p>On Microsoft web-based platform, there are cases that the LGU operations do not need to be on a web-based module; is a hybrid system acceptable.</p>	<p>The web-based requirement is on the premise that if the user is remote, he/she will be able to log-in.</p>
57	<p>On page 6, Tab 11 – clarify if the requirement is “on or before 2018” or “on or after 2018”.</p>	<p>Please refer to our reply to Item No. 1 under page 2 of this Supplemental Bid Bulletin No. 2.</p>
58	<p>Please confirm if the requirement should be cloud-based before 2018.</p>	<p>Per the TS/TOR, the system can be cloud-based or on premise.</p> <p>Please refer to our reply to Item No. 1 under page 2 of this Supplemental Bid Bulletin No. 2.</p>
59	<p>On cloud-based system, is it safe to assume that the vendor of the system must have a cloud account?</p>	<p>The TWG prefers the service to be flexible. It is up to the Government-client if they prefer on-premise/physical or cloud-based installation. If the client opts for cloud-based installation, they should be ready to provide the cloud-based facility.</p>
60	<p>Request to clarify cloud-based and on premise based implementation.</p>	<p>If on-premise, make sure that it has web-based capability/accessible on the internet. Users must be able to log-in, maintain tables, access online, etc. The objective is to move to paperless process/payroll.</p> <p>Please refer to our reply to Item No.3-d under page 5 and Item No. 14 under page 13 of this Supplemental Bid Bulletin No. 2.</p>
61	<p>On Tab 11 – requesting reconsideration that the requirement should be within 5 years. Track record before 2018 is irrelevant as modules were different and no longer applicable. Rules and regulations have change since then. Consider the SLCC and track record within 5 years.</p>	<p>Please refer to our reply to Item No. 1 under page 2 of this Supplemental Bid Bulletin No. 2.</p>

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62	Requesting/recommending a second pre-bid conference to discuss other queries.	Please refer to page 1 of this Supplemental Bid Bulletin No. 2 relative to the schedule of the Second (2 <sup>nd</sup> ) Pre-Bid Conference.
63	Request to clarify the 30-day implementation period.	Please refer to our reply to Item No. 3-b under page 3 of this Supplemental Bid Bulletin No. 2.

This Supplemental Bid Bulletin No. 2 is issued for the guidance and information of all concerned.

**SIGNED**  
**ATTY. SORAYA F. ADIONG**  
Senior Vice President, and  
Chairperson, DBP Bids and Awards Committee