TERMS OF REFERENCE

I. PROJECT TITLE

PROCUREMENT OF A WEB-BASED APPLICATION SYSTEM FOR THE CIAC PAYROLL SYSTEM (CIAC-PS)

II. PURPOSE / OBJECTIVES

To provide and to meet the needs of the Clark International Airport Corporation (CIAC) in terms of comprehensive functionality, valuable reporting, increased efficiency, improved risk management, improved planning, and program development, a Payroll System (PS) that processes the company's salary and compensation in an accurate, accessible, and expedient manner.

To maximize the use of current technology to offer an automated and integrated business process for CIAC's human resource activities, which will aid in the organization's goal of fulfilling its mandate.

III. SCOPE AND REQUIREMENTS:

The SUPPLIER is responsible for supply, delivery and installation of the CIAC Web-based Payroll System. They also must migrate data, supply the tools and software required for the system's implementation, prepare all project documentation, and make sure that all applicable laws and regulations are considered.

The system must meet the technical specifications and budgetary requirements. The SUPPLIER should provide training to concerned employees and users (Payroll and MIS/GIS Personnel) related to technicalities and software processes.

IV. SYSTEM FUNCTIONAL SPECIFICATIONS:

This will enable CIAC to automatically calculate and distribute employee benefits and compensation, including but not limited to the following features:

1. The system must be web-based and must run on PHP, HTML, CSS, JavaScript and Microsoft SQL database backend. It must be accessible from any location within the CIAC's network using any kind of web browser and be compatible with a wide range of devices and operating systems, including Windows, Macintosh, Linux, and Android tablets, as well as iOS, Android, and Windows mobile phones.

2. Provide a library of resources such as the following and ensure, that they may be updated, changed, or adjusted as needed:

   - Position Title Code;
   - Job Grade and Salary Step Table;
   - Allowances Table (e.g. RATA, Clothing Allowance, PERA, etc.);

- Benefits Table (e.g. Midyear, Year-End, Cash Gift, etc.);
- GSIS Premium Contribution Table;
- Philhealth Premium Contribution Table;
- Pag-IBIG Premium Contribution Table;
- SSS Premium Contribution Table;
- Annual Tax Deduction Table;
- Loan Types Table (SSS, GSIS, Pag Ibig, Landbank, etc.);
- Tax Status and Exemption Table, and
- Budget Codes.

3. Permit several methods of computation, such as monthly, semi-monthly, weekly, or daily, for basic salary and additional deductions.

4. Permit individualized payroll processing for wages, benefits, and allowances, including but not limited to the following:

- Regular Payroll;
- 13th Month Pay;
- Midyear Bonus;
- Yearend Bonus;
- Cash Gift;
- Performance Bonus;
- Salary Differentials;
- Loyalty Pay;
- Salary Adjustments/Increase;
- Initial Salary for newly hired personnel;
- Last Salary of personnel;
- Out-of-regular payroll;
- Overtime Pay;
- Night Differential;
- Collective Negotiation Agreement (CNA) Benefit;
- Service Recognition Incentive (SRI) grant;
- Terminal Pay;
- Leave Monetization;
- Clothing allowance;
- Representation Allowance (RA) and Transportation Allowance (TA); and
- Productivity Enhancement Incentive (PEI).

5. Create payroll registers in accordance with the Land Bank of the Philippines' guidelines.

6. Must provide a build-in Loan File Module:

- Able to accept an infinite variety of loans;
- Definable frequency of deduction;
- Amortization with defined terms;
- Deduction with definite beginning and ending points;
- An infinite number of recurrent entries with defined frequency and quantity;
- Payroll History

- Loan file from previous employer;
- Produce a historical report of prior loan deductions and automatically update workers' current loan amounts.
- An automatic end to deductions for loan accounts that have been fully paid.

7. Automatically calculate and deduct leaves of absence, including undertime and tardiness, which will be provided by the Human Resources Department (HRD) being in-charge with the daily time records/biometrics of all CIAC personnel.

8. Ability to facilitate the design of deduction elements using a variety of techniques, including formulas, set amounts, percentages, hours, etc.

9. Produce standardized and adaptable reports on a monthly, quarterly, or yearly basis, including but not limited to the following:

- Authority to Debit - Regular Payroll;
- Authority to Debit - Other Payroll;
- General Payroll Report;
- General Payroll Summary;
- Other Payrolls;
- Payroll Register;
- Payroll Certification;
- Pay slip;
- GSIS Remittance List;
- SSS Remittance List
- HDMF Premium Remittance List;
- Philhealth Remittance List;
- Withholding Tax Remittance List;
- Alpha List;
- BIR 2316, and
- Summary of Loan Deductions.

10. Other requirements:

- Send copy of payslip through email.
- Calculations of night differential
- Calculations of overtime
- Calculations of holidays
- Calculations of tardiness
- Hand over of the running source code

11. Manuals

- Installation manual
- End-User manual

V.   SUPPLIER QUALIFICATIONS

To ensure the quality of service, the bidder shall submit the following documents

1. At least three (3) IT system installations and/or deployments at any government agency must have been completed by the supplier with Certificate of Completion as proof;
2. A minimum of five (5) years of expertise in the provision, delivery, installation, testing, and commissioning of relevant hardware and software applications is required of the supplier;
3. The supplier must demonstrate at least five (5) years of experience and proficiency with the deploying web services like NGINX, APACHE or IIS and database management systems like MySQL, PostgreSQL or Microsoft SQL Server; and
4. Because the system will connect with other systems, the supplier must have at least five (5) years of experience with the programming languages PHP, JSP, HTML, XML, Dot.Net, VB.Net, Java, and C++. systems programmed in the said languages.
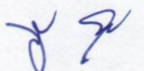
VI. RESPONSIBILITY OF THE SUPPLIER

1. There must be User Acceptance before Final Acceptance;
2. There must be multifactor authentication via email. System assisted;
3. Risk and vulnerability assessment during development and implementation;
4. Capacity building and technology transfer;
5. Non-disclosure agreement;
6. To include preparation of payroll for non-organic employees;
7. Provision of all required licenses, if any;
8. Provide support, assistance and modification with the system within the six (6) months warranty period in accordance with the TOR requirements;
9. If needed, can engage into an annual maintenance contract after the warranty period;
10. Non-assignment or transfer, subcontracting of "after-sale" commitment within the warranty period;
11. Setup redundancy or backup payroll system feature on provided server in case of system failure;
12. Features of the system/program to be provided to the Finance Department (FD) as its primary end-user;
13. Surrender of working source code through electronic copy and manual documentation; and
14. User's training.

VII. DELIVERY, INSTALLATION AND COMMISSIONING

After the Purchase Order is accepted, the service provider will deliver the necessary components, including installation, testing, and training, within 180 business days. The supplier guarantees that the system will function and be available for utilization by the seventh month.

VIII. WARRANTY AND GUARANTEE REQUIREMENTS

1. The supplier is expected to provide quality assurance, meaning that any problem or flaw in any installed software that is required beforehand or in the installation tools that are provided during the implementation will be addressed, fixed,

minimized, and/or replaced at no additional expense to the company. Similarly, the supplier must guarantee that all installations are accurate, complete, operational, uncompromised, and error-free within the warranty period and provide after-sales service until final project acceptance;

2. The Software/Program and Database will be perpetually owned by CIAC with no restrictions related to licenses or renewals;

3. The supplier will provide comprehensive documentation/manual for the web-based application/system;

4. The supplier will supply an unlimited number of user accounts relative to the utilization of the system; and

5. The supplier is committed to supplying technical support throughout the warranty period via phone , email and on-site to address technical and other associated issues. This support can be catered through telephone, electronic or on-site methods, aiming at resolving the reported issue to the end-user's satisfaction.

6. The supplier warrants and guarantees that all necessary licenses, including those over intellectual property rights, for the payroll system, and any and all components thereof, shall be enjoyed by CIAC perpetually; and shall defend and indemnify CIAC in any suit over the same, including intellectual property rights violations.

IX. WARRANTY COVERAGE

Provision for bugs fixes, correction and minor adjustment encountered within the one (1) year after commissioning and acceptance of the system at no cost within the bound of the terms of reference (ToR).

X. PAYMENT

The service provider shall submit an invoice and be paid in full, subject to deduction of applicable taxes and liquidation damages, with a corresponding issuance of Certificate of Acceptance and Inspection from the MIS/GIS Department.