



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8022376  
**Procuring Entity** METALS INDUSTRY RESEARCH & DEVELOPMENT CENTER  
**Title** DEVELOPMENT OF RECRUITMENT MANAGEMENT INFORMATION SYSTEM  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	21080847	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 378,099.20	<b>Document Request List</b>	0
<b>Delivery Period:</b>	90 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/09/2021
<b>Contact Person:</b>	MARY GRACE BUCASAS OPON Administrative Officer I Gen. Santos Avenue Bicutan Taguig City Metro Manila Philippines 1631 63-2-8370431 Ext.444 63-2-8370430 bac@mirdc.dost.gov.ph	<b>Last Updated / Time</b>	22/09/2021 16:36 PM
		<b>Closing Date / Time</b>	27/09/2021 16:00 PM
<b>Description</b>  PLS SEE ATTACHED  <b>Other Information</b> GOVERNMENT PAYMENT TERMS : BANK TRANSFER WITHIN 15 DAYS UPON RECEIPT OF THE GOODS/ SERVICES PLS EMAIL YOUR QUOTATION TO: bac@mirdc.dost.gov.ph			

**Created by** MARY GRACE BUCASAS OPON  
**Date Created** 22/09/2021

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(SUPPLIER)	DATE: Sep 22, 2021	PR NO: 21080847	PURPOSE: Application module for job application/ recruitment
	END-USER: PMD-ICT-AIM		

**REQUEST FOR QUOTATION**

(This is not an order)

Gentleman:

Please quote hereunder your lowest NET PRICES to the government on items listed below giving full and detailed description of your offers and stating the shortest time of delivery.  
Kindly submit this quotation in a sealed envelop, if required, addressed to the Metals Industry Research & Development Center, plainly marking the aforesaid envelop with the following: "Proposal for furnishing MIRDC, with items of supplies/materials/ equipment/services (as the case may be) to be opened on \_\_\_\_\_ at \_\_\_\_\_ am/pm at the MIRDC, Gen. Santos Ave., Bicutan, Taguig, Metro Manila.

CANVASSED BY:

MGOPON

Very truly yours,

**REYNALDO O. BAYOT**

Head, Supply Management Unit

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
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1	1	lot	Development of Finance and Administrative Application Module	
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Development of Recruitment Management System

See attached Terms of Reference (TOR) for details

CONTACT PERSON:	VAT Reg. No.:	Terms of Payment:	Warranty:
Telephone No:	Price Validity:	Discount:	Delivery:

I certify that the aforementioned prices are true and correct.

_____ Firm or Dealer	_____ Nationality	_____ Signature
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# **TERMS OF REFERENCE AND TECHNICAL SPECIFICATION OF RECRUITMENT MANAGEMENT INFORMATION SYSTEM (RMIS)**

## **1. BACKGROUND**

The Metals Industry Research and Development Center (MIRDC) shall acquire a web-based Recruitment Management System for the automation of job application processing, applicant profiling and reportorial requirements prescribed by the Civil Service Commission (CSC).

The MIRDC thru its Planning and Management Division (PMD) has been implementing various information systems that provide automation of basic processes of the Center. These information systems are also vital in support of daily operations through the delivery of fast and accurate data/information. The PMD continuously enhance and update information systems to keep up with the changing needs of its customers, employees and government policy requirements. Examples of ongoing initiatives include the development of a tracking system for the technical service request (TSR), customer survey management system for the online customer feedback mechanism, and the ongoing enhancement of e-Payment portal for online payment transaction of the Center's technical services.

For CY 2021, the MIRDC has an approved ICT project under the Medium-term Information Technology Harmonization Initiative (MITHI). The project entitled: "Advancement of Information and Communications Technology (ICT) and Implementation of Information Security Management System (ISMS) in MIRDC (AIM) - ICT AIM", includes a sub-component targeting the acquisition of software/module/information systems that will aid the Center's information security management system (ISMS) initiatives.

## **2. OBJECTIVE**

- One-portal to view all data related to the hiring process, including the job requisition, assessments, candidate details, among others;
- Database of potential job candidates
- Automated routine transactions;
- Improved retrieval and processing of applicants' data; and
- Secured storage, protection of /applicants' data

## **3. SCOPE OF SOFTWARE/INFORMATION SYSTEM**

The software/information system shall consists of the following features and modules:

Features:

- Publication of job vacancies
- Online job application using the recruitment portal site for job applicants
- Candidate can fill up online job application using prescribed online application form.
- Candidate self-declaration of competency based on the requirements of the position
- Candidate can track application status
- Initial screening of applicant's qualification vis-à-vis the required qualification standards and competency requirements.

Q. 1/21/21

- Generation of list applicants meeting minimum qualification standards and competency requirements
- Generate applicable reports in accordance with the prescribed formats of the government/MIRDC (e.g. PSIPOP, list of applicants, shortlisted applicants, acceptance letter, reject letter)
- Automatic updating of plantilla of personnel or linking RMIS to HRMIS with respect to the updating of Plantilla of positions.
- Database of potential job candidates
- Secured site

**\* MIRDC prescribed application form (see attached Annex A)**

#### **Modules:**

- Plantilla of Personnel (Filled and Unfilled Position)
- Job Posting (Posted in Agency Website/link to MIRDC website) as well as in the Recruitment Portal
- Applicants/Candidates (List of a applicants who submitted application thru website using recruitment portal)
- Evaluation:
  - ▶ Automated screening of applicant's qualification vis-à-vis required qualification standards and competency requirements
  - ▶ Automatic computation of rating based on the evaluation criteria set in the system.
  - ▶ Summary of Profile of Applicants
  - ▶ Schedule of Examination
  - ▶ Schedule of Interview
  - ▶ Interview Assessment
  - ▶ Individual Assessment Based on Position Level
  - ▶ Managerial/Supervisory Competence Assessment Form for Above and Below/Section/Head Level
  - ▶ Human Resource Management Personnel Selection Board (HRMPSB) Resolutions
  - ▶ HRMPSB Endorsement
- Pre-Employment Requirements
- Appointment:
  - ▶ Appointment Form
  - ▶ Processing Checklist
  - ▶ Position Description
  - ▶ Oath of Office
  - ▶ Assumption to Duty
  - ▶ Erasures and Alteration
- Applicant Onboarding

**Reports:**

- CSC Form No. 9 Publication of Vacant Position
- List of Applicant for HRMP SB Deliberation Interview
- Summary Profile of Applicant
- Consolidated Interview Assessment Form
- Individual Assessment (Hiring and Promotion)
- Comparative Assessment Form
- CS Form No. 1 Appointment and Transmittal Action Form
- CS Form No. 2 Report on Appointments Issued
- CS Form No. 33-A Appointment Form
- CS Form No. 33-B Appointment Form
- Consolidated Report on Accession
- Consolidated Report on Separation
- CS Form No. 4 Certification of Assumption to Duty
- CS Form No. 3 Certification of Erasure(s)/Alteration(s) on Appointment
- And other related reports deemed necessary

**4. RESPONSIBILITY / SET-UP AND LOGISTICAL PROVISION**

**4.1 The developer/supplier shall:**

- a. Provide the RMIS in accordance but not limited to the features or expected output stated in this terms of reference;
- b. Provide program revision as necessary until all requirements are attained
- c. Provide end-user training and one (1) year warranty on the software/information system;
- d. Provide complete set of users and technical manuals;
- e. Should the airfare, transportation, hotel accommodations of the technical support person/team, if necessary;
- f. Provide technical support after warranty period per approved/agreed service level agreement;
- g. Ensure data privacy and confidentiality of information used in the development of the software/information system such as but not limited to system concept/idea provided by the MIRDC, system style and components and any other data provided by the MIRDC.

**4.2 The MIRDC shall:**

- a. Provide the data/records/reports necessary for the development or modification of the software/information system;
- b. Provide necessary assistance in the parallel testing of the software/information system;
- c. Provide payment for the software/information system.



## 5. IMPLEMENTATION PERIOD

The time frame to complete the development, testing and acceptance of software/information system shall be three (3) months from the date of mobilization. The time frame may be extended for sufficient and justifiable reasons for a period not exceeding two (2) months.

Activity FY 2021	Month		
	Sep	Oct	Nov
Preparation of terms of reference, purchase request; Data gathering/analysis, submission of report template, conduct of user interview			
Project start: Development/Revision of software/information system			
Installation, End-user Training, Parallel Testing			
Project end: Final Testing/Deployment; Turnover of manuals/end-user acceptance			

## 6. APPROVED BUDGET FOR THE CONTRACT (ABC)

- 6.1. The ABC for the acquisition of the software/information system amounts to Php 378,000.00, inclusive of all applicable Government taxes and service charges.
- 6.2 This contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

## 7. SERVER AND SYSTEM REQUIREMENTS

- 7.1 The system/module will be installed to Windows 2012 Server R2 Standard, 64 Bit Operating System.
- 7.2 Compatible with Laravel version 8 plus Livewire framework. Php Version :7.3.24, and Database: MySQL version 5 or higher.

## 8. TERMS OF PAYMENT

MIRDC shall allocate a total amount of Three Hundred Seventy-Eight Thousand Pesos (378,000.00) for the software/information system. This amount shall be paid in accordance to the following schedule.


### *Payment Scheme:*

- 40% upon installation of all required modules
- 40% upon completion of parallel testing and program revision
- 20% upon final end-user acceptance and turnover of manuals

## 9. OTHER PROVISION

Any changes, modifications, and alteration of any of the foregoing provisions of this Terms and Conditions shall be made only upon the mutual consultation and agreement of both parties.


Prepared by:

  
**ERIC B. CASILA**  
Information Systems Analyst III  
Date: \_\_\_\_\_

Reviewed by:

  
**MERCEDITA G. ABUTAL**  
Chief, Planning and  
Management Division  
Date: \_\_\_\_\_

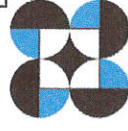
Approved by:

  
**ENGR. ROBERT O. DIZON**  
Executive Director  
MIRDC  
Date: \_\_\_\_\_





Republic of the Philippines  
Department of Science and Technology  
**METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**  
General Santos Avenue, Bicutan, Taguig City



ANNEX A

## APPLICATION FOR EMPLOYMENT

- Kindly fill-out the required details relative to your application with the MIRDC. Print legibly. Do not leave blanks. Indicate N/A if not applicable.
- Submit a copy of your actual duties and responsibilities using *Attachment to CS Form No. 212 (Work experience sheet)*.

Position applying for: \_\_\_\_\_ Application No.: \_\_\_\_\_  
Plantilla Item No.: \_\_\_\_\_ Division: \_\_\_\_\_  
Respondent to: ☐ Walk-in ☐ Jobstreet Posting ☐ Website ☐ Referral: \_\_\_\_\_

### I. PERSONAL INFORMATION

Complete Name: <i>(Indicate middle name)</i>			
Date of Birth <i>(mm-dd-yyyy)</i> :	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Annulled/Separated <input type="checkbox"/> Widow/er	Citizenship:		
Contact numbers: <i>please provide at least 2</i>	Present Address:		
	1. _____		
	2. _____		
Email Address:			
Pending Administrative Case/s (if any):	Character Reference/s: <i>(provide name and contact no.)</i>		
	1. _____		
	2. _____		

### II. GOVERNMENT AND PROFESSIONAL EXAMINATION/S PASSED

Title of Examination	Date of Examination (mm-dd-yyyy)	Place of examination	Rating

### III. EDUCATION BACKGROUND

Level	Name of School	Course/Degree/Major (if undergraduate, indicate number of units)	Year Graduated	Honors/Awards
Post-graduate				
College				
High School				
Elementary				

### IV. WORK EXPERIENCE *(Include private employment. Start from your current work) use separate sheet if necessary*

Inclusive Dates (mm-dd-yyyy)	Position Title (Write in full/Do not Abbreviate)		Company Name	Status of Employment	Government Service (Y/N)
	From	To			

### V. TRAININGS ATTENDED *(Include relevant trainings only) use separate sheet if necessary*

Inclusive Dates (mm-dd-yyyy)	Title of Training/Seminar/ Short Course		Type of Training/Seminar/Short Course (Learning and Development/ Supervisory/ Technical, etc.)	No. of Hours
	From	To		

### VI. DATA CONSENT AND CERTIFICATION

By signing this, I declare that the information stated herewith is true and complete. I also hereby expressly agree, consent and authorize the MIRDC to collect and process the above-mentioned personal information which will be retained or stored for as long as the purpose for which they are being processed have not been satisfied.

This consent and authorization remains valid and subsisting for a limited period consistent with the purposes above or until otherwise revoked or canceled in writing.

Signature over printed name of applicant

Application received/Date:





Republic of the Philippines  
Department of Science and Technology  
**METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**  
General Santos Avenue, Bicutan, Taguig City

## ANNEX A



# APPLICATION FOR EMPLOYMENT

*Additional Sheets (reproduce as necessary)*

**IV. WORK EXPERIENCE** (Include private employment. Start from your current work) use separate sheet if necessary

[illegible]

## PURCHASE REQUEST

METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

M6D

DIVISION : PMD		PR NO. <span style="color: blue; font-size: 1.5em;">21080847</span>	DATE : 26 August 2021
SECTION/PROJECT : ICT-AIM		SAI NO.	
STOCK No.	UNIT	ITEM DESCRIPTION	QUANTITY

lot      Development of Finance and      1      378099.2      378,099.20

Administrative Application Module

Development of Recruitment Management System

See attached Terms of Reference (TOR) for details

a/21- received the TOR

RECEIVED  
 AUG 27 2021  
*[Signature]*

RECEIVED-SMU  
 AUG 31 2021  
*[Signature]*

Classification : Other Professional Services  
 Remarks : Charged to ICT-AIM Project FY 2021  
 Purpose : Application module for job application/recruitment

21080847

Page 1 of 1 Page/s

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 30px;">Signature</td> </tr> <tr> <td>Printed Name</td> </tr> <tr> <td>Designation</td> </tr> </table>	Signature	Printed Name	Designation	Requested by:  <div style="text-align: center;">   <b>MERCEDITA G. ABUTAL</b>                      Chief, Planning and Management Division                 </div>	Approved by:  <div style="text-align: center;">   <b>ROBERT O. DIZON</b>                      Executive Director                 </div>
Signature					
Printed Name					
Designation					