

**BIDS AND AWARDS COMMITTEE**

**PROJECT NAME : SUBSCRIPTION TO HUMAN RESOURCE INFORMATION SYSTEM**

**PROJECT ID NO. : PB2022-01**

**BID BULLETIN NO. : 02 - 2022**

**TO ALL PROSPECTIVE BIDDERS:**

Please be advised of the following clarifications and amendments to the requirements specified in the Bidding Documents issued for the above-mentioned Project:

**A. CLARIFICATIONS ON THE REQUIREMENTS OF THE BIDDING DOCUMENTS**

Requirement	Clarification/s
<b>Section VII: Technical Specifications</b>	
Performance Management	
<i>Please provide the Assessment Processes</i>	The process for assessment will be based on the commitment provided under Office Performance Commitment and Review, Division Performance Commitment and Review, and Individual Performance Commitment and Review which are footnote numbers 15, 17, and 19
<i>Please provide Form/s used</i>	The forms to be used are the following: Office Performance Accomplishment Report; Division Performance Accomplishment Report, and Individual Performance Accomplishment Report which are footnote numbers 14, 16, and 18 of the PBDs
<i>Any chance of changing the formats of reports for Performance Management</i>	Any format is acceptable.
Employee Information	
<i>Further details on the process of Qualification Standard position of the employees</i>	The Comparative Matrix for the Qualification Standard can be accessed through this link: <a href="https://docs.google.com/spreadsheets/d/1ZI-Vk1W9ScRXsrixUD-Et8vRvZJAJ3-f/edit?usp=sharing&amp;oid=103598744611097561496&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1ZI-Vk1W9ScRXsrixUD-Et8vRvZJAJ3-f/edit?usp=sharing&amp;oid=103598744611097561496&amp;rtpof=true&amp;sd=true</a>
Training & Development	
<i>What are the exact requirements/reports needed to be linked with the performance module?</i>	The Individual Development Plan needs to be linked with the performance module. The IDP can be accessed through this link: <a href="https://docs.google.com/spreadsheets/d/1GfimQBU1glpgjd2AWGVbTFNJCp4GdEou/edit?usp=sharing&amp;oid=103598744611097561496&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1GfimQBU1glpgjd2AWGVbTFNJCp4GdEou/edit?usp=sharing&amp;oid=103598744611097561496&amp;rtpof=true&amp;sd=true</a>

Instruction to Bidders	
<i>Is the validity of the Bid Security still on 10 November 2022 even though the Bid Opening date was moved?</i>	The validity of the Bid Security is until 10 November 2022. The validity stated in the Bid Documents is retained.

**C. AMENDMENTS TO TIMELINES**

<b>Activity</b>	<b>Previous</b>	<b>New</b>
Deadline for Submission of Bids	22 July 2022 at 9:00 AM	26 July 2022 at 9:00 AM
Bid Opening	22 July 2022 at 9:05 AM	26 July 2022 at 9:05 AM

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

***Issued this 18<sup>th</sup> day of July 2022.***

**KATHERINE ROSE T. MERZA**  
*Chairperson, Bids and Awards Committee*