REQUEST FOR EXPRESSION OF INTEREST FOR THE PAYROLL MANAGEMENT SYSTEM

1. The Poro Point Management Corporation (PPMC), through its 2026 Corporate Budget, intends to apply the sum of **Three Hundred Thousand Pesos (Php 300,000.00),** inclusive of all applicable taxes, fees and incidental expenses, being the Approved Budget for the Contract (ABC) for the Payroll Management System. Proposals received in excess of the ABC shall automatically be rejected.

2. The Poro Point Management Corporation (PPMC) now calls for the submission of proposals for the Payroll Management System.

3. Poro Point Management Corporation will hold a Pre-Bid Conference on **June 25, 2026 at 9:00 A.M.** The pre-bid conference will be conducted in a hybrid format, offering participants the option to attend either face-to-face at the given address below or through videoconferencing using the Zoom platform.

   The details for the video conferencing using Zoom platform are as follows

   - Meeting ID: 786 982 3550
   - Passcode : ppmc

   Representative of the consultants shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the start of the pre-bid conference to ensure connection to the Zoom Meeting Room.

   To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation-Juan Dela Cruz].

4. Interested Consultants may obtain further information from Poro Point Management Corporation (PPMC) and inspect the Terms of Reference at the address given below during 8:00 a.m. to 5:00 p.m.

5. A complete copy of the Terms of Reference is attached hereto as Annex "A" and forms an integral part of this document.

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

6. PPMC shall evaluate proposals using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating system for the evaluation of proposals are provided in the Terms of Reference.

7. Consultants are required to submit the following documents, either in a sealed envelope for manual submission or, in the case of electronic submission, in encrypted form:

   Technical Proposal

   a. Letter of Intent to Participate – **Please use Form 1;**
   b. Company Profile - **Please use Form 2;**
   c. Registration Certificate from SEC for corporation, or from Department of Trade and Industry for sole proprietorship, or from CDA for cooperatives, or any proof of such registration;
   d. Mayor's Permit issued by the City or Municipality where the principal place of business is located;

e. PhilGEPS Registration Number;
f. Statement of Similar Projects Completed. Please include Certificates of Completion for each of the completed project. In case of contracts with the private sector, an equivalent document shall be submitted; - **Please use Form 3**
g. List of Key Personnel who will be assigned to the project including their Curriculum Vitae stating therein their complete qualifications and experience data; **- Please use Form 4 for List of Key Personnel and Form 5 for Curriculum Vitae**
h. Narrative Description of the Proposed Approach and Methodology; - **Please use Form 6**
i. Duly Notarized Omnibus Sworn Statement. – **Please use Form 7**
j. Proof of Appointment of Bidder's Authorized Representative/s *(As an attachment to the Omnibus Sworn Statement)*

Financial Proposal

k. Please submit Financial Proposal and Cost Breakdown. – **Please use Form 8 for Financial Proposal and Form 9 for Cost Breakdown**

Please use attached forms in the Terms of Reference.

8. Deadline for submission of proposals is on **July 9, 2026 at 10:00 a.m**. Late proposals shall not be accepted.

   Opening of proposals shall immediately follow after the deadline for submission of proposals at the given address below. The opening of proposals will also be available through video conferencing using Zoom platform with the following details:

   - Meeting ID: 786 982 3550
   - Passcode :ppmc

   Representatives of the consultants shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of proposals to ensure connection to the Zoom Meeting Room. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The consultant cannot question activities that were conducted in his/her absence.

   To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation-Juan Dela Cruz].

   The BAC-Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum and the name of the consultants who submitted proposals. Thereafter, the BAC Secretariat shall officially announce the start of the opening of proposals.

   Proposals will be opened in the presence of the consultants' representatives who choose to attend the activity.

9. The Poro Point Management Corporation (PPMC) reserves the right to reject any and all proposals, declare a failure of small value procurement or not award the contract at any time prior to contract award in accordance with Section 70 of RA 12009 and its IRR, without thereby incurring any liability to the affected Consultant or Consultants.

10. For further information, please refer to:

MS. CHARLOTTE C. BANDOLIN
Head, BAC Secretariat
Poro Point Management Corporation
Gov. Joaquin L. Ortega Avenue
Poro Point Freeport Zone
Poro, City of San Fernando 2500, La Union
Mobile Number: 0945-8222-033
www.poropointfreeport.gov.ph
Email Address: ppmcbacsecretariat@gmail.com

June 19, 2026

MS. JOSEFA CATHERINE T. BADA (Sgd.)
Chairperson
Bids and Awards Committee for Procurement of Consulting Services

TERMS OF REFERENCE FOR THE PAYROLL MANAGEMENT SYSTEM (PMS)

I. BACKGROUND

Poro Point Management Corporation's performance targets for CY 2026 under Strategic Objective No. 8 – Automate Key Processes is the Implementation of the Information Systems Strategic Plan (ISSP).

Specifically, PPMC's target is the 100% attainment of the ISSP 2026 deliverables, wherein one of which is the implementation of a Payroll Management System.

II. OBJECTIVE

The Poro Point Management Corporation (PPMC) intends to procure and engage the services of a qualified consultant/service provider for the subscription, supply, delivery, installation, configuration, customization, implementation, training, maintenance, and technical support of a Payroll Management System (PMS).

The PMS shall automate payroll and timekeeping processes, integrate attendance monitoring, and ensure compliance with applicable government accounting, auditing, taxation, and payroll regulations.

III. SCOPE OF SERVICES

The project shall cover the following:

- Supply and provision of an off-the-shelf web-based Payroll Management System;
- System configuration and customization based on PPMC requirements;
- Installation and deployment of the system;
- Data migration and/or integration;
- Testing and commissioning;
- Documentation and user manuals;
- User acceptance testing (UAT);
- Training for administrators and end-users;
- Technical support and maintenance services.

The proposed system must conform to the latest policies, rules, regulations, circulars, and issuances of the:

- Commission on Audit (COA);
- Bureau of Internal Revenue (BIR);
- Government Service Insurance System (GSIS), if applicable;
- Social Security System (SSS);
- PhilHealth;
- Pag-IBIG Fund;
- National Archives of the Philippines (NAP); and
- Other applicable government standards and regulations.

The system shall be accessible to at least ninety-five (95) concurrent users.

IV. FUNCTIONAL REQUIREMENTS

Modules / Features	Functional Requirements
User Management	The system shall provide: • Creation and management of at least ninety-five (95) users; • Role-based access control; • Different user access levels and functionalities; • Audit logs and activity monitoring.

Biometrics Time and Attendance	• Capture attendance data automatically through compatible biometric devices;
	• Support clock-in and clock-out through:
	  ○ Fingerprint;
	  ○ Facial recognition; and/or
	  ○ RFID technology;
	• Automatically calculate worked hours;
	• Installation of attendance devices must be installed in the following offices:
	  ○ PPMC Administration Building;
	  ○ Security Office;
	  ○ Seaport Office;
	  ○ Office for Airport Management; and
	  ○ Office for Regulatory Services.

Timekeeping and Work Schedule	The system shall support: • Regular, shifting, and rotational schedules; • Overtime and compensatory time computation; • Night differential computation; • Holiday and rest day monitoring; • Leave and absence management with approval workflow; • Automatic deduction of tardiness, undertime, and leave balances.
Access Control	The system shall: • Deny access after three (3) unsuccessful login attempts; • Automatically lock user accounts after failed login attempts; • Allow account reset only through authorized PMS Administrators; • Support secure authentication and authorization mechanisms; • Be compatible with Microsoft Authentication and existing Microsoft Infrastructure.

Employee Information Management (201 File)	The system shall maintain and manage employee records, including but not limited to: • Personal information; • Employment details; • Compensation profile; • Leave records; • Employment history; • Benefits and deductions profile.
Payroll Management Module	The Payroll Management Module shall support automated payroll computation and processing, including but not limited to the following: **Computation References Management** The system shall manage payroll computation references such as: • Position Title Code; • Pay Grade and Salary Step Table; • Allowances Table; • Benefits Table; • Incentives Table; • SSS Premium Contribution Table; • PhilHealth Premium Contribution Table; • Pag-IBIG Premium Contribution Table; • Tax Deduction Tables; • Loan Types Table; • Tax Status and Exemption Table; • Other authorized deductions; • Budget Codes and Monitoring. **Payroll Computation** The system shall: • Automate payroll calculations using multiple computation methods: o Monthly; o Semi-monthly; o Weekly; o Daily; o Contract-based computation; • Automatically compute: o Basic salary; o Overtime pay; o Allowances; o Deductions; o Leave without pay; o Tardiness and undertime. **Payroll Processing** The system shall automate processing of: • Regular Payroll; • Cash Gift; • Midyear Bonus; • Year-End Bonus;

	• Performance Based Bonus; • Salary Differentials; • Loyalty Pay; • Salary Adjustments/Increases; • Initial Salary; • Last Salary; • Overtime Pay; • Terminal Pay; • Retirement Pay; • Provident Fund Premiums; • Leave Monetization; • PPFZCC Share Capital; • Productivity Enhancement Incentive (PEI); • Other special payroll transactions Create salary deductions using multiple methods, e.g. formula, fixed amount, percentage, hours, etc. • Automatic termination of deduction for fully paid loans accounts • Automatically compute deduct leave of absence with pay as well as tardiness and undertime. Generate payroll register based on prescribed format by the Landbank of the Philippines and summary of actual salaries and benefits received by an employee.
Financial Forms Generation	The system shall generate ready-to-fill, fillable, printable, and auto-saved financial-related forms, including: • Obligation Request Status (ORS); • Disbursement Voucher (DV); • Other accounting and payroll forms required by government regulations.
Salary Loan Management	The system shall support: • Loan types management; • Configurable deduction frequency; • Configurable amortization schedules; • Start and end deduction dates; • Unlimited recurring entries; • Payroll history; • Loan history; • Automatic loan balance updates; • Automatic termination of deductions for fully paid loans.
Reports Management	The system shall generate standard and customizable reports on monthly, semestral, and annual bases, including but not limited to: • General Payroll Report; • General Payroll Summary; • Payroll Register;

	• Payroll Certification; • Payslip; • SSS Remittance List; • HDMF Premium Remittance List; • PhilHealth Remittance List; • Withholding Tax Remittance List; • Alpha List; • BIR Form 2316; • Summary of Loan Deductions; • Other payroll and statutory reports.

V. TECHNICAL REQUIREMENTS

The system must:

- Be cloud-based and compliant with national standards on cloud-based applications and services;
- Be accessible in real time through various connectivity options;
- Be accessible through major web browsers, including:
  - Chrome;
  - Microsoft Edge;
  - Firefox;
  - Safari;
  - Opera;
  - Samsung Internet;
  - Puffin;
  - UC Browser;
  - Android Browser;
- Utilize modern service-oriented architecture;
- Use updated database and data technologies;
- Be compatible with desktops, laptops, tablets, smartphones, and printers used by government employees.

VI. SYSTEM REQUIREMENTS

The service provider shall:

- Ensure compliance with applicable national technical specifications;
- Provide technical and operational training;
- Ensure compatibility with PPMC's Microsoft Infrastructure and authentication services.

VII. SUPPORT AND MAINTENANCE REQUIREMENTS

The service provider shall provide:

- Data maintenance services in accordance with the National Archives of the Philippines (NAP) retention requirements;
- Data archiving mechanisms using external storage devices;
- Reloadable and readable archived data;
- Backup and restore facilities supporting:
  - Daily backup;
  - Monthly backup;
  - Service Level Agreement (SLA) with:
  - Four (4) hour response time upon receipt of call;
  - Next business day on-site support when

necessary.

VIII. TRAINING REQUIREMENTS

Office for HR and Administration
Training shall be provided to at least three (3) personnel covering:

- •Basic to advanced system administration;
- •Programming-related technical knowledge;
- •Super Administrator operations;
- •Database basic operations;
- •System operations and maintenance.

Office for Finance
Training shall be provided to at least two (2) Finance personnel covering:

- •Super Administrator operations;
- •Database basic operations;
- •System operations and usage.

End-Users
Training shall be conducted for all PPMC officers and employees in at least two (2) batches covering:

- •System usage;
- •Payroll processes;
- •Self-service features, if applicable.

IX. Project Duration

The project shall be completed within ninety (90) calendar days from receipt of the Notice to Proceed (NTP), including installation, customization, configuration, testing, data migration, training, and final implementation.

The service provider shall provide one (1) year warranty, subscription, technical support, maintenance, and updates commencing upon issuance of the Certificate of Final Acceptance.

- Year 1
  - Implementation + subscription + support

- Succeeding Years
  - Annual renewal/subscription for:
  - cloud hosting,
  - maintenance,
  - updates,
  - technical support,
  - additional customization if needed.

- Renewable annually subject to:
  - satisfactory performance,
  - availability of funds,
  - compliance with procurement laws.

X. DELIVERABLES AND SCHEDULE

The outputs to be delivered by the consultant include the following:

Deliverables	Requirements	Timeline *(From the issuance of NTP)*	Payment %
Inception Report Inception report (detailing schedule of work, key staff deployment, methodology, etc.) and Inception Workshop	Duly signed Inception Report	5 calendar days	5%
System Requirement Study Data gathering of all key aspects of customizing the PMS (PMS structure, payroll workflows, indicators, report formats, information flow, approval hierarchy, hardware/software/connectivity requirements, biometric integration requirements, Microsoft authentication integration, and institutional arrangements, etc.)	Duly signed Report on Data Gathering	10 calendar days	10%
Customization of the PMS • Preliminary design and presentation of the prototype. • Customization of payroll modules, timekeeping modules, reports, forms, user roles, security controls, and workflows (Iterated development until final product is satisfied) • Integration with biometric devices and Microsoft authentication • Evaluation, debugging, enhancement, and iterative development until final prototype acceptance • Final customization of the PMS based on approved prototype	Acceptance and approval of the PMS Final Prototype	35 calendar days	40%

Testing, Data Migration, and PMS Roll-out • Conduct of system testing and quality assurance • Parallel payroll testing and validation • Data migration and validation • Piloting Stage: roll-out for selected processes/users • Full Roll-out Stage: deployment of PMS in full operational functionality • Post Roll-out Support: handholding support, bug fixes, updates, and issue resolution	Acceptance of the Go-Live PMS and successful payroll processing	20 calendar days	25%
Documentation and Training • PMS documentation (design, use, and training manuals, organizational roles, etc.) and workshops • Conduct of training for IT personnel, Finance Administrators, HR personnel, and End-users in at least two (2) batches	User's Manual and Training Certificates	10 calendar days	10%
Final Report and Project Completion • Submission of Final Report containing summary of activities, implementation accomplishments, issues encountered, user feedback, recommendations, sustainability measures, and turnover of final deliverables • Final inspection and acceptance	Inspection and Acceptance Report	10 calendar days	10%
Duration of the Project		**90 calendar days**	**100%**

XI. REPORTING AND OWNERSHIP

1. The draft reports should be submitted to PPMC for review, feedback and recommendations. The final report should have the revision and recommendations incorporated.

2. The reports will be accepted subject to the approval by the President and Chief Executive Officer (PCEO) upon the recommendation of the IT Personnel and End-users.

3. The consultant shall not replicate or reproduce or use any datasets used for this assignment without the consent of PPMC.

4. All payroll and employee data shall remain the exclusive property of PPMC.

XII. RESPONSIBILITIES OF THE CONSULTANT

1. The consultant will be responsible for all costs related to its assigned staff, including his/her salary, allowance, field accommodation, travel, transport and logistical support throughout the period of the contract.

2. Ensure timely delivery of the PMS.

3. Closely coordinate with the End-User during the development of the project. End-User preference as to the interface shall apply.

4. The Consultant shall be available at all times during testing and commissioning of the system.

5. The Consultant/Service Provider shall complete the implementation of the Payroll Management System within Ninety (90) calendar days from receipt of the Notice to Proceed (NTP), including:

    - System configuration and customization;
    - Installation and deployment;
    - Data migration;
    - Integration with biometric devices and Microsoft authentication;
    - Testing and User Acceptance Testing (UAT);
    - Training of administrators and end-users; and
    - Go-live deployment.

    The provider shall further render one (1) year subscription, warranty, technical support, system maintenance, and updates commencing upon issuance of the Certificate of Final Acceptance.

XIII. RESPONSIBILITIES OF PPMC

PPMC through the Office for HR and Administration shall:

1. Make available all project documents including Project Implementation Plan, Operation's Manual, preparatory studies, present database and other PPMC documents that may be required for the success of the project;

2. Prepare office facilities, telephone, internet, computers, training guides, etc. required for

performing installation and commissioning of the PMS;

3. Facilitate participation of project staff in the pre-design workshops and final workshop;

4. Timely review and monitor all stages of the project to ensure that the deliverables of the consultant are made within the agreed timelines;

5. Work in close collaboration with other actors of the project to understand the business detailed specifications and to validate the implementation of the information system;

6. Participate in the overall customization and ensure that the procedures are respected and implemented *(version control, publication of iterations, bug fixing follow-up, code documentation, etc)*;

7. Assist the consultant's development team in defining the contents and duration of iterations and in managing the deliverables;

8. Ensure the quality of the developments (non-regression, respect of the framework, etc.);

9. Run the unit-test and assist the end-users;

10. Conduct full assessment on the PMS prior to final acceptance to ensure 100% compliance by the Consultant on the Scope of Works; and

11. Conduct performance evaluation on the Consultant.

XIV. QUALIFICATIONS OF THE CONSULTANT AND KEY PERSONNEL

The Consultant/Service Provider must possess the following qualifications:

1. Must be a legally registered company or entity in the Philippines duly authorized to engage in information systems development, software implementation, systems integration, cloud services, or related ICT services.
2. Must have at least two (2) years of experience in the implementation, deployment, customization, or support of Payroll Management Systems, Human Resource Information Systems (HRIS), or related enterprise systems.
3. Must have successfully completed at least one (1) similar project involving:
    - Payroll Management System;
    - HRIS with payroll component;
    - Timekeeping and attendance integration; or
    - Government payroll automation system
    - Must demonstrate capability to provide:
    - Cloud-based solutions;
    - Technical support and maintenance;
    - Data migration;
    - Systems integration;
    - User training and documentation.
5. Must have adequate technical and support personnel capable of implementing and maintaining the proposed system.
6. Must have the capability to provide on-site and remote technical support within the prescribed Service Level Agreement (SLA).
7. Experience with government agencies, GOCCs, or public sector payroll systems shall be an advantage.
8. The proposed system must comply with applicable government rules, standards, and regulations including:
    - COA regulations;
    - BIR requirements;
    - SSS, PhilHealth, and Pag-IBIG standards;
    - Data Privacy Act of 2012;
    - National Archives of the Philippines (NAP) retention policies.

XV. QUALIFICATIONS OF THE KEY PERSONNEL

1. Project Manager

Qualifications:

•Graduate of Information Technology, Computer Science, Information Systems, Computer Engineering, or related field;
•At least two (2) years experience in managing ICT or systems implementation projects;
•Experience in payroll, HRIS, or ERP implementation projects is preferred;
•Knowledgeable in project management methodologies.
•Experience conducting systems training and user orientation;
•Good presentation and communication skills;

Responsibilities:

•Overall project supervision and coordination;
•Project scheduling and monitoring;

•Coordination with PPMC Project Team;
•Submission of project status reports.
•Conduct user and administrator training;
•Prepare training materials and manuals;
•Assist during user acceptance testing and go-live activities.

2. Senior Developer

Qualifications:
•Graduate of IT, Computer Science, Accountancy, Business Administration, or related field;
•At least two (2) years relevant experience in systems analysis and requirements gathering;
•Knowledgeable in payroll processes, government compensation rules, and workflow analysis.

Responsibilities:
•Conduct business and systems analysis;
•Gather and validate requirements;
•Assist in customization and process mapping;
•Prepare functional documentation.

3. Junior Developer

Qualifications:
•Graduate of Computer Science, Information Technology, Software Engineering, or related field;
•At least two (2) years experience in software development or implementation;
•Knowledgeable in web-based systems, databases, APIs, and cloud technologies.

Responsibilities:
•System configuration and customization;
•Integration and enhancement development;
•Bug fixing and technical support.

4. Data Encoder

Qualifications:
•Graduate of Computer Science, Information Technology, or related field;
•Experience in database administration and management;
•Knowledgeable in backup, restore, and database security procedures.

Responsibilities:
•Database configuration and maintenance;
•Backup and recovery management;
•Database optimization and security.
•Provide technical assistance;
•Resolve user issues;
•Conduct troubleshooting and system support.

The Consultant shall ensure continuity of project implementation by maintaining the assigned key personnel throughout the duration of the project. Replacement of key personnel shall only be allowed for valid reasons and subject to prior approval of PPMC, provided that the replacement personnel possess equal or higher qualifications and experience.

XVI. WARRANTY

At no additional cost to PPMC, the Consultant shall make any necessary modifications to the PMS to correct defects or errors reported by PPMC, as well as perform system updates and/or revisions required by changes mandated by the national government, for a period of one (1) year following the final acceptance date of the completed project.

Reported defects or errors shall be acted according to severity as shown below:

Severity	Condition	Response Time	Resolution Time
1	System is down or does not function at all; system unavailable, inaccessible and/or has data integrity issues with no workaround available, resulting in total disruption of work or critical business impact.	3 hours	6 hours
2	A component of the system is not performing, creating a significant operational impact; major functionality is impacted or significant performance degradation is experienced; issue is persistent and affects many users and/or major functionality; no reasonable workaround available.	6 hours	12 hours
3	A component of the system is not performing as documented; there are unexpected results; problems can be circumvented; there is moderate or minor operational impact; system performance issue or bug affecting some but not all users; short-term workaround is available.	24 hours	24 hours
4	Questions pertain to usage questions or clarification of documentation; inquiry regarding a routine technical issue; information requested on application capabilities, navigation, installation, configuration, upgrades, or performance; bugs affecting a small number of users; acceptable workaround available.	48 hours	48 hours

If the Consultant is unwilling or unable to make the required modifications, then Consultant shall reimburse PPMC's reasonable expenditures for obtaining the required modifications from other Service Providers of PPMC's choice.

PPMC shall have the right to deduct from the Consultant's 10% retention money such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered during the one (1) year warranty period and for unresolved issues within the required response time as part of after sales-project service and support.

The Retention Money shall be released after the lapse of the warranty period provided that all the conditions imposed under the contract have been fully met.

It will indemnify PPMC against liability to third parties resulting from claims that the

information system or software developed infringes on or violates any patents, copyrights, or trade secrets or any PPMC claims, losses, and damages arising from the Consultant's breach of any of its obligations.

XVII. DATA PRIVACY REQUIREMENTS

The Service Provider will comply with R.A. No. 10173, otherwise known as the Data Privacy Act of 2012, its implementing rules and regulations, and all other relevant data protection laws, rules and regulations, in dealing with data and information relevant to the project and its activities, both with the PPMC and the parties involved in the project. In relation to this, the Service Provider shall:

- Ensure that anyone acting on its behalf relative to the processing of such Personal Data, including but not limited to its employees, agents, or representatives, is bound in their respective contracts by an obligation of confidentiality and data privacy protection that is fully compliant with applicable privacy laws and is subject to similar obligations as those imposed to the Service Provider under this section and the provisions of Data Privacy, if any in the agreement to be executed pursuant to this TOR or such greater protections for the security and privacy of Personal Data;
- Take such steps as may be necessary to ensure that such Personal Data is not disclosed by its past or present officers, employees, representatives, and / or agents;
- Implement and maintain organizational, physical and technical measures an safeguards necessary to protect the security and privacy of Personal Data form any accidental, unauthorized, or unlawful access, use, loss, destruction, alteration, disclosure, or processing by any person; to enforce the rights of data subjects; and to otherwise comply with applicable data privacy and confidentiality laws and regulations;
- Assist PPMC and its concerned stakeholders in ensuring compliance with the DPA and other relevant protection laws, rules and regulations;
- Cooperate with, and assist PPMC and the concerned stakeholders with respect to any threat to, or compromise of, the confidentiality, integrity, or availability of the Personal Data, and communication requests, objections, or any other communications received from Data Subjects or regulatory authorities; and

Data Retention – The Service Provider shall retain such Personal Data only for the duration of this Agreement or for so long as may be permitted by applicable laws.

On the expiration or termination of the agreement to be executed pursuant to this TOR, or at any time upon PPMC's request, the Service Provider shall promptly return the Personal Data or destroy all copies it made of Personal Data and, if requested by PPMC, deliver to it a certificate confirming the Service Provider's compliance with the return or destruction obligation hereunder. Data disposal procedures shall be performed in accordance with the National Archives of the Philippines Circular No. 2, s. 2009

Notification of Security Incident / Breach

The Service Provider shall notify PPMC within twenty – four (24) hours from the Service Provider's knowledge or when it has reason to believe that Personal Data has been, or is reasonably likely to have been accessed, used, disclosed, or transferred for an unauthorized purpose or by or to unauthorized individuals.

The Service Provider shall likewise provide reasonable prior notice to PPMC of any third – party request or legal process relating to any incident, including but not limited to, any legal request or inquiry initiated by any governmental entity (foreign or domestic).

XVIII. CONFIDENTIALITY OBLIGATIONS

In the event of the Service Provider's failure to comply with any of its obligations under this TOR or provisions on Data Privacy 5.4.1 in the agreement to be executed pursuant to this TOR, the Service Provider shall fully indemnify PPMC for such liabilities or damages as it may incur or suffer by reason thereof.

The Service Provider, as a recipient of Confidential Information, shall have the obligation to receive and hold the Confidential Information in confidence and to protect and safeguard such Confidential Information against unauthorized use or disclosure using at least the same degree of care as it accords to its own confidential information of like importance, but in no case less than reasonable care. Without limiting the generality of the foregoing, the Service Provider shall have further obligations:

- Not to, directly or indirectly, in any way, disclose, make accessible, reveal, report, publish, disseminate or transfer any Confidential Information to any third party;
- Not to use the Confidential Information in any manner contrary to the purposes for which they were disclosed by the other Party;
- To restrict access to Confidential Information to those persons with a legitimate need – to – know to carry out the services and who are obligated to protect such Confidential Information pursuant to terms and conditions; and
- Not to reproduce or copy Confidential Information except to the extent necessary to deliver the services.
- The existence of any business negotiations, discussions, or agreements in progress between the Consultant and PPMC shall be kept confidential and shall not be disclosed without the prior written approval of the PPMC.
- The Consultant shall be liable for any failure of its employees, officers, directors, and/ or subsidiaries/ affiliates' representatives to abide by the provisions of this TOR as if such failure was the act of omission of such Party.
- Confidential Information disclosed by Consultant shall remain the property of PPMC, and no license or other rights to such Confidential Information is granted or implied hereby
- Consultant shall reproduce the symbols, legends or other proprietary notices affixed to Confidential Information, and shall not, nor permit any third party to, remove, add or modify the same.
- The Consultant shall, upon termination or expiration of this Agreement, or upon written request of PPMC, whichever is earlier, immediately, but not later than ten (10) days

after any notice thereof by Disclosure, return (or destroy at PPMC's options) al copies of such Confidential Information and certify in writing its compliance with this requirement.

XIX. SELECTION CRITERIA

Evaluation shall be based on the ***Quality-Cost Based Evaluation (QCBE)*** Procedure wherein the Technical Proposal together with the Financial Proposal shall be considered.

The criteria and rating system for the selection of the winning Certifying Body are as follows:

Evaluation Criteria	Weight
Technical Proposal	60%
Financial Proposal	40%
Total	**100%**

12.1 The **Technical Proposal** shall have the following sub-criteria:

Evaluation Criteria	Weight
a. Applicable Experience and Track Record of the Consultant	25%
b. Qualifications of key personnel who will be assigned to the project	25%
c. Approach and Methodology	10%
Total	**60%**

a. Applicable Experience and Track Record of the Consultant (25%)

Number of Years in Designing and Developing Systems	Equivalent Points (10%)
At least Two (2) Years	2
Three (3) to Four (4) Years	4
Five (5) to Six (6) Years	6
Seven (7) to Eight (8) Years	8
More than Eight (8) Years	10

Number of Completed Similar Projects in the Government Sector	Equivalent Points (10%)
One (1) to Two (2) Similar projects	2
Three (3) to Four (4) Similar projects	4
Five (5) to Six (6) Similar projects	6
Seven (7) to Eight (8) Similar projects	8
More than Nine (9) Similar projects	10

Number of Completed Similar Projects in the Private Sector	Equivalent Points (5%)
One (1) to Two (2) Similar projects	1

Three (3) to Four (4) Similar projects	2
Five (5) to Six (6) Similar projects	3
Seven (7) to Eight (8) Similar projects	4
More than Nine (9) Similar projects	5

Similar projects pertains to designing, developing and supporting implementation of any computerized and web-enabled information system.

b. Qualifications of key personnel who will be assigned to the project. The applicable score shall be the average score of the four (4) nominated personnel. (25%) Each of the four (4) shall be assessed using the following sub-criteria:

Number of Years of Experience in Designing and Developing Systems	**Equivalent Points (10%)**
At least Two (2) Years	2
Three (3) to Four (4) Years	4
Five (5) to Six (6) Years	6
Seven (7) to Eight (8) Years	8
More than Eight (8) Years	10

Number of Similar Projects Handled in the Government Sector	Equivalent Points (10%)
One (1) to Two (2) Similar projects	2
Three (3) to Four (4) Similar projects	4
Five (5) to Six (6) Similar projects	6
Seven (7) to Eight (8) Similar projects	8
More than Nine (9) Similar projects	10

Number of Similar Projects Handled in the Private Sector	Equivalent Points (5%)
One (1) to Two (2) Similar projects	1
Three (3) to Four (4) Similar projects	2
Five (5) to Six (6) Similar projects	3
Seven (7) to Eight (8) Similar projects	4
More than Nine (9) Similar projects	5

Similar projects pertains to designing, developing and supporting implementation of any computerized and web-enabled information system.

The applicable score shall be the average score of the four (4) nominated personnel.

c. Approach and Methodology (10%)

c.1 Clarity of proposed methods and approaches to be used; their feasibility, soundness and practicability to site conditions **(5%)**

c.2 Comprehensiveness **(5%)**

- Completeness of activities as outlined in the TOR
- Logical sequence of activities
- Appropriate timing of activities
- Flexible enough, so that it can be modified easily, if necessary.

12.2 Financial Proposal

a. The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for acceptable Financial Proposal. Financial Proposal received in excess of the ABC shall be automatically rejected.

b. The Financial Proposal shall be computed as follows:

b.1 The lowest Financial Proposal shall receive the maximum score of 40%.

b.2 The scores of other Financial Proposals shall be computed using the formula:

Financial Score = Lowest Financial Proposal/Financial Proposal of the Proponent x 100 x 40%

12.3 Overall Rating

The overall rating of the proponent shall be the sum of the ratings earned for the Technical Proposal and Financial Proposal.

The contract shall be awarded to the Highest Rated and Responsive Proposal.

XX. REQUIRED SUBMISSIONS

The consultants are required to submit the following documents, either in a sealed envelope for manual submission or, in the case of electronic submission, in encrypted form:

Technical Proposal

a. Letter of Intent to Participate – **Please use Form 1**
b. Company Profile - **Please use Form 2;**
c. Registration Certificate from SEC for corporation, or from Department of Trade and Industry for sole proprietorship, or from CDA for cooperatives, or any proof of such registration;
d. Mayor's Permit issued by the City or Municipality where the principal place of business is located;
e. PhilGEPS Registration Number;
f. Statement of Similar Projects Completed. Please include Certificates of Completion for each of the completed project. In case of contracts with the private sector, an equivalent document shall be submitted; - **Please use Form 3**
g. List of Key Personnel who will be assigned to the project including their Curriculum Vitae stating therein their complete qualifications and experience data; **- Please use Form 4 for List of Key Personnel and Form 5 for Curriculum Vitae**
h. Narrative Description of the Proposed Approach and Methodology; - **Please use Form 6**
i. Duly Notarized Omnibus Sworn Statement. – **Please use Form 7**
j. Proof of Appointment of Bidder's Authorized Representative/s *(As an attachment to the Omnibus Sworn Statement)*

Financial Proposal

k. Please submit Financial Proposal and Cost Breakdown. – **Please use Form 8 for Financial Proposal and Form 9 for Cost Breakdown**

XXI. SEALING AND MARKING OF PROPOSALS

For manual submission of proposals, the following shall be observed:
Each Consultant shall submit one (1) copy of the Technical Proposal and Financial Proposal.

Proposals must be submitted in sealed envelope and duly received by the BAC Secretariat on or before **July 9, 2026** at the PPMC Administration Building, Governor Joaquin L. Ortega Avenue, Poro Point Freeport Zone, City of San Fernando, La Union.

Proposals shall be marked as follows:

TO THE PORO POINT MANAGEMENT CORPORATION'S BIDS AND AWARDS COMMITTEE FOR THE PROCUREMENT OF CONSULTING SERVICES

TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL

SMALL VALUE PROCUREMENT FOR THE DESIGN AND DEVELOPMENT OF PPMC PAYROLL MANAGEMENT SYSTEM

BIDDER'S NAME
ADDRESS

DO NOT OPEN BEFORE 10:00 AM ON JULY 9, 2026

For electronic submission of proposals, the following shall be observed:

For electronic submission of proposals, submission may be done through electronic mail and proposals must be duly received by the BAC Secretariat through the email address, ppmcbacsecretariat@gmail.com on or before **July 9, 2026** provided that the following will be implemented:

- Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the submitted proposal;

  Consultant may use the following for archiving and password protection of the proposals. (Example: WinRar, WinZip)

  For the security of proposals submitted, the Consultant may use the following to encrypt their files. (Example: MS Word, Adobe Acrobat)

- Allow access to a password-protected Technical Proposal and the Financial Proposal will be disclosed by the Consultant only during the actual opening of proposals which will be on **July 9, 2026 immediately after the deadline for submission of proposals.**

Unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

XXII. PRE-BID CONFERENCE

Poro Point Management Corporation will hold a Pre-Bid Conference on **June 25, 2026 at 9:00 AM.** The pre-bid conference will be conducted in a hybrid format, offering participants the option to attend either face-to-face at the given address below or through videoconferencing using the Zoom platform.

The details for the video conferencing using Zoom platform are as follows

- Meeting ID: 786 982 3550
- Passcode : ppmc

Representative of the consultants shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the start of the pre-bid conference to ensure connection to the Zoom Meeting Room.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

XXIII. DEADLINE FOR SUBMISSION OF PROPOSAL AND BID OPENING

Deadline for submission of proposal is on **July 9, 2026** at 10:00 a.m. Late proposals shall not be accepted.

Opening of proposals shall immediately follow after the deadline for submission of proposals at the given address below. The opening of proposals will also be available through video conferencing using Zoom platform with the following details:

- Meeting ID: 786 982 3550
- Passcode :ppmc

Representatives of the consultants shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of proposals to ensure connection to the Zoom Meeting Room. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The consultant cannot question activities that were conducted in his/her absence.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

The BAC-Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum and the name of the consultants who submitted proposals. Thereafter, the BAC Secretariat shall officially announce the start of the opening of proposals.

Proposals will be opened in the presence of the consultants' representatives who choose to attend the activity.

XXIV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Three Hundred Thousand Pesos (Php 300,000.00) and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

XXV. PPMC reserves the right to reject any or all proposals, or to waive any defect of informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

XIX. PPMC reserves the right to reject the proposal of any proponent who:

a. does not offer the required services as provided for in this Terms of Reference;
b. is discovered to have suppressed, disclosed or falsified information; or
c. failed to satisfactorily perform/complete any contract previously awarded to it.

XX. PPMC reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, PPMC may disqualify the proponent from obtaining the award.

XXI. CONTACT INFORMATION

For further information, please refer to:

MS. CHARLOTTE C. BANDOLIN
Head, BAC Secretariat and End-User
Poro Point Management Corporation
Gov. Joaquin L. Ortega Avenue
Poro Point Freeport Zone
Poro, City of San Fernando, La Union
Mobile Number: 0945-8222-033
Email address: ppmcbacsecretariat@gmail.com

FORM 1

LETTER OF INTENT TO PARTICIPATE

[Date]

HON. SERVILLANO C. FLORES, JR.
President and CEO
Poro Point Management Corporation
Gov. Joaquin L. Ortega Avenue
Poro, City of San Fernando, La Union

Attention: **MS. JOSEFA CATHERINE T. BADA**
Chairperson
Bids and Awards Committee for the Procurement of Consulting Services

Dear **Hon. Flores:**

In response to the Request for Expression of Interest for the Small Value Procurement for the Payroll Management System of Poro Point Management Corporation which was posted on June 22, 2026 at PhilGEPS, PPMC Website and PPMC Bulletin Boards, we would like to express our intention to participate in the aforesaid Small Value Procurement by submitting our proposal.

This Letter of Intent serves as our application for eligibility checking.

Thank you very much.

Very truly yours,

[Signature and Name of Representative of the Consultant]
[Position Title]
[Name of Bidder]

FORM 2

Company Profile

Please submit Company Profile highlighting qualifications experience and good track record of the company

THIS FORM MAY BE RE-ENCODED, PLEASE USE ADDITIONAL SHEET/S IF NECESSARY

FORM 3

STATEMENT OF SIMILAR PROJECTS COMPLETED

Business Name:
Business
Address:

Name of Contract	**Definition or Description of the Similar Projects or Major Categories of Work**	**Contract Date**	**Period of the Contract** *(Indicate number of calendar days as provided for in the Contract or Purchase Order)*	**Date of Contract Completion** *(Date when the Contract was completed)*	**Amount** *(Project Cost as indicated in the Contract or Purchase Order)*

Note: Similar projects pertain to designing, developing and supporting implementation of any computerized and web-enabled information system. Please include Certificates of Completion of each of the completed project. In case of contracts with private sector, an equivalent document shall be submitted.

Submitted by: _____ **Date: _____**
Printed Name and Signature of Authorized Representative

Designation: _____

THIS FORM MAY BE RE-ENCODED, PLEASE USE ADDITIONAL SHEET/S IF NECESSARY

FORM 4

LIST OF KEY PERSONNEL WHO WILL BE ASSIGNED TO THE PROJECT

Business Name:
Business
Address:

Name	Position	Task

Submitted by: _____ **Date: _____**
Printed Name and Signature of Authorized Representative

Designation: _____

THIS FORM MAY BE RE-ENCODED, PLEASE USE ADDITIONAL SHEET/S IF NECESSARY

FORM 5

FORMAT OF CURRICULUM VITAE (CV) FOR KEY PERSONNEL

1 Name _____
2 Date of Birth _____
3 Education _____
4 Professional License/s _____

General Experience:

Total Number of Years of General Experience _____

Name of Company	Position Title	Inclusive Period of Employment

Note. General experience pertains to overall work experience.

Experience in Designing and Developing Systems:
Total Number of Years of Experience for Developing Systems _____

Name of Company	Position Title	Inclusive Period of Employment

Summary of Similar Projects Completed:

In the Government Sector

Name of Government Agency	**Address/Contact Number**	**Description of Project**	**Indicative Inclusive Period**

In the Private Sector

Name of Company	**Address/Contact Number**	**Description of Project**	**Indicative Inclusive Period**

Please add rows if necessary.
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly described me, my qualifications, and my experience.

_____
Name and Signature of Professional Staff

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

_____ _____

_____ _____
Name and Signature of Authorized Representative Date

THIS FORM MAY BE RE-ENCODED, PLEASE USE ADDITIONAL SHEET/S IF NECESSARY.

FORM 6

NARRATIVE DESCRIPTION OF THE PROPOSED APPROACH AND METHODOLOGY FOR PERFORMING THE PROJECT

Please indicate in the timing of activities the schedule of completion and submission of reports.

THIS FORM MAY BE RE-ENCODED, PLEASE USE ADDITIONAL SHEET/S IF NECESSARY.

FORM 7

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Proposal]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

FORM 8

FINANCIAL PROPOSAL SUBMISSION FORM

DATE

THE BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES
Poro Point Management Corporation Gov. Joaquin L. Ortega Ave.
Poro Point Freeport Zone
City of San Fernando, La Union

Ladies/Gentlemen:

We, the undersigned, offers our services for the Payroll Management System of Poro Point Management Corporation in accordance with your Request for Expression of Interest and Terms of Reference dated June 22, 2026. We are submitting our sealed Financial Proposal. Our attached Financial Proposal is in the sum of [*amount in words and figures*] inclusive of all taxes, duties, fees, levies and other charges imposed under applicable laws. *(Please attach Cost Breakdown)*

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the Procuring Entity as a result of this Proposal.

We confirm that we have read, understood and accept the contents of the Terms of Reference. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

[Signature and Name of Authorized Representative]
[Position Title]

THIS FORM MAY BE RE-ENCODED.

FORM 9

COST BREAKDOWN

Deliverables	Requirements	Timeline *(From the issuance of NTP)*	Payment %	Amount
Inception Report Inception report (detailing schedule of work, key staff deployment, methodology, etc.) and Inception Workshop	Duly signed Inception Report	5 calendar days	5%	
System Requirement Study Data gathering of all key aspects of designing the PMS (PMS structure, indicators, report formats, information flow, and additional hardware/ software/ data/ connectivity requirements, institutional arrangements, etc.)	Duly signed Report on Data Gathering	15 calendar days	10%	
Design, Development and Customization of the PMS • Preliminary design, Construction and presentation of the prototype • Evaluation and enhancement of the prototype (Iterated development until final product is satisfied) The final system is constructed, based on the final prototype.	Acceptance of the PMS Final Prototype	60 calendar days	40%	
PMS Roll-out • Piloting Stage: software testing, full data entry and roll-out for selected processes Full Roll-out Stage: deployment of system in full functionality	Acceptance of the Go- live PMS	30 calendar days	30%	

• Post Roll-out: handholding support, proactive use surveys, bug fixes & updates				
Documentation and Training PMS documentation (design, use, and training manuals, organizational roles, etc.) and workshops	User's Manual Training Certificates	10 calendar days	5%	
Final Report Final overview of activities, review of PMS use, user perspectives, issues, suggestions for improvement and sustainability	Inspection and Acceptance Report	10 calendar days	10%	
Total		**130 calendar days**	**100%**	
Administrative Cost, if any				
Value Added Tax (VAT) 12%				
Total Amount of Financial Proposal in Figures				
Total Amount of Financial Proposal in Words				

Submitted by: _____
Printed Name and Signature of Authorized Representative

Designation: _____

Date: _____

THIS FORM MAY BE RE-ENCODED.