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Subject: **BID BULLETIN No. 1**

PROJECT: **Supply and Delivery of Human Resource Information and Payroll System**

Date: **November 4, 2026**

This Bid Bulletin is issued to clarify and provide additional information regarding the bidding for the **Supply and Delivery of Human Resource Information and Payroll System**, pursuant to the matters discussed and recommendations raised during the Pre-Bid Conference held on **November 4, 2026 (Wednesday), at 10:00 A.M., at the Pedro T. Orata Hall (Accreditation Room).**

The following clarifications, specifications, and additional requirements are hereby presented for consideration and incorporation into the bidding documents:

1. TECHNICAL REQUIREMENTS

The system shall have the following user and administrator capacity requirements:

a. **Number of User Roles/Accounts:** Minimum of Two Thousand (2,000) and maximum of Three Thousand (3,000) users;

b. **Number of Administrator Accounts:** Forty (40) administrators.

2. PROOF OF CONCEPT (POC) SCHEDULE PRIOR TO BID OPENING

The Proof of Concept (POC) shall be conducted prior to the scheduled opening of bids on any of the following dates, subject to coordination and confirmation with the Project Management Unit (PMU):

- November 6–7, 2026; or
- November 13–14, 2026.

The POC may be conducted either **face-to-face or online**, depending on the agreed arrangement and schedule between the prospective bidder and the PMU.

The proposed time slots for the conduct of the POC are as follows:

Schedule	**Time**
Morning Session 1	8:00 A.M. – 10:00 A.M.
Morning Session 2	10:00 A.M. – 12:00 N.N.
Afternoon Session 1	1:00 P.M. – 3:00 P.M.
Afternoon Session 2	3:00 P.M. – 5:00 P.M.

Prospective bidders shall coordinate with the PMU for the assignment and confirmation of their respective POC schedules.

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3. APPLICATION PROGRAMMING INTERFACE (API) REQUIREMENT

The proposed Human Resource Information and Payroll System shall support **Application Programming Interface (API) integration** as part of its technical requirements.

This requirement is intended to facilitate in-house utilization, system interoperability, and seamless data exchange with the institution's existing and future internal information systems.

The bidder shall ensure that the proposed system has the capability to support API integration to accommodate the institution's operational and technological requirements.

4. GENERAL PROVISION

All prospective bidders are hereby advised to take note of the foregoing clarifications and additional technical requirements in the preparation and submission of their respective bids.

All other provisions, terms, and conditions of the Bidding Documents not otherwise affected by this Bid Bulletin shall remain in full force and effect.

This Bid Bulletin shall form an integral part of the Bidding Documents and shall be considered in the preparation and submission of bids.

For the information and guidance of all concerned.

DR. TERESITA T. RUNGDUIN
Chairperson, TR-BAC