



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**OPTICAL MEDIA BOARD**

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**REQUEST FOR QUOTATION**  
(RFQ No. 2017-020)

Date : November 22, 2017  
To : Any Eligible Service/Dealer Provider

The Optical Media Board (OMB), through its AFD - Property and Supply Unit, requests interested service contractors/suppliers/providers to quote for the herein stated activity:

**Project: Human Resource Information System (HRIS)**

**Approved Budget: PHP 500,000.00**

**Specification/s:**

Payroll

- Payslip Generation
- Allowances & Benefits
- Compensation
- Bank Enrollments
- 201 File
- Philippine Bank Payroll Files
- Payroll Register
- Government Remittance Forms

Time, Attendance, Scheduling

- Selfie Clock IN/OUT
- Schedules
- Threshold
- Worksites
- Resolving Attendance

HRIS

- HR Information System
- Organization Chart
- Email Templates
- Requirements
- System Permission
- Multi Insert Tool
- Leave/OB Application

**Note: Sample/Demo will be required during evaluation of proposal**

As such, contractors/suppliers/providers possessing the required qualifications are invited to submit their quotation/proposal on/or before December 6, 2017 in the event that the mentioned contractors/suppliers/providers can not appear personally, the representative appearing on their behalf must be duly authorized by the former.


Award of contract shall be made after evaluation. Prospective contractors/suppliers/providers who shall bid the lowest price in relation to the approved budget and corresponds to the technical description of the aforesaid server shall be selected.

Open quotations may be submitted, manually or through facsimile no. 921-7855 or email at omb\_psu@yahoo.com.

The OMB reserves the right to reject any or all quotations/bids, to waive any minor defects therein, to annul the bidding process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s, and to accept only offer that is most advantageous to the government.

The OMB assumes no responsibility whatsoever to compensate or indemnify bidders for any/expenses incurred in the preparation of their quotations/bid.

 **LUCIA F. GUEVARA**  
Chief, Administrative & Finance Division

  
**ATTY. VICTOR LUIS Q. PADILLA II**  
Executive Director