Entity Name: PSA 7   **Fund Cluster: (01)-Regular Fund**

Office/Section : **PSA BOHOL**		**PR No.: 0712-2022-06-039** **Responsibility Center Code : _____**				**Date: 08 June 2022**	
Stock/ Property No.	**Unit**	**Item No.**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**	
	unit	1	**Procurement of Biometrics Fingerprint Attendance System for Employees of PSA Bohol**	2	10,000.00	20,000.00	
			Specs: ●Can Print Civil Service Form No. 48 Format (For Government Office) ●Up to 500-800 fingerprints / 200,000 transactions. ●Fingerprint or Password Authentication ●Standalone (no PC connection required only during data downloading) ●Up to 3-5 fingerprints templates per user ●Identification Mode: Fingerprint, Password ●USB Flash Drive Up/Download: Available ●Package Included: Fingerprint Attendance Machine , US Power Adapter, 4pcs Mounting Screws, 4pcs Expansion Tubes, User Manual ●Desk Mount or Wall Mount; ●High precision optical total reflection headprint ●USB Flash Drive Download + USB Communication or PC Connection ●U disk to download data, very convenient and fast ●Dry and wet fingers can be 360 degree recognized, the recognition speed is less than 0.5 seconds.				
			MODE OF PROCUREMENT:				
			Small Value Procurement				
						20,000.00	

Purpose: *For the Attendance of Employees of PSA Bohol*

Source of Funds: GAS
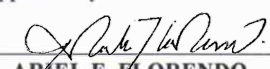
Requested by:	Approved by:
Signature : _____	_____
Printed Name : **JESSAMYN ANNE C. ALCAZAREN**	**ARIEL E. FLORENDO**
Designation : Chief Statistical Specialist	Regional Director

PAP CONCEPT NOTE/ PROPOSAL

Program, Activity and Project (PAP): Procurement of Biometrics Fingerprint Attendance System for Employees of PSA Bohol

Proponent/s or Requesting Party/s: PSA Bohol Provincial Office
(Office/ Division/ Unit/ Regional Office)

I.   RATIONALE/ SITUATIONAL ANALYSIS:

The amount of time an employee spends working for a particular work is equivalent to how much that person gets paid. It, therefore, has become extremely important to track the time every employee spends working on the tasks given to them. This is where the biometric time in and attendance software comes into play. The biometric attendance system is a great upgrade over the existing attendance tracking systems in the market today.

A biometric attendance system as mentioned before makes use of an employees' fingerprint to allow clocking in and clocking out of their workplace. Every employee's fingerprint is first scanned and mapped out based on various coordinates defined within the system.

These coordinates are then plotted against a graph and stored in the system. Every time an employee places his or her finger, the coordinates are mapped and checked with the previous image and only if there is a match the entry is clocked.

It is impossible to duplicate a fingertip as several different coordinates can be mapped from a single finger and the most amazing thing is that each of these coordinates is unique and cannot be replicated from another fingerprint. This is the most significant advantage of using a biometric attendance system.

Depending on the current method of tracking employee hours, verifying and collating payroll can be a laborious, time-consuming, and expensive process. Thankfully, biometric attendance systems can simplify this service into an automated process that requires no additional overhead and is just as accurate as of its initial tracking functions.

II.   OBJECTIVES:

The procurement of biometrics aims to improve accountability and responsibility for employees because it can accurately identify late attendance, frequent, extended or unscheduled breaks. It makes use of biometric of each employee in order to keep the record of their in and out time during the working hours. It has security mechanism used for providing access to an individual based on fingerprint recognition which is pre-stored in a biometric security system. Biometric systems are deployed in the workforce is to eliminate time theft.

III. IMPLEMENTATION, MONITORING AND EVALUATION SCHEME:

Activities	Dates	Persons Responsible
PREPARATORY STAGE		
1. Review and approval of the PAP Concept Note/ Proposal	08 June 2022	CSS Jessamyn Anne C. Alcazaren
2. Procurement Timelines among others:		CSS Jessamyn Anne C. Alcazaren and PSA-BAC
1. Purchase Request (PR)	08 June 2022	Proponent/s
2. Posting		RBAC
3. Receipt of Bids/Quotation		RBAC
4. Opening of Bids/Quotation		RBAC
5. Post- Qualifications		TWG
6. Notice of Award		RBAC
7. Notice to Proceed		RBAC
PAP IMPLEMENTATION STAGE		
3. Implementation Period		Proponent/s
4. Monitoring and Evaluation		

IV. PROPOSED BUDGET (Include source of Funds):

Particulars (Brief Description and Unit)	Unit Price	Total Amount
Procurement of Biometrics Fingerprint Attendance System for Employees of PSA Bohol	P 10,000.00	P 20,000.00
TOTAL COST		**P 20,000.00**

The source of funds: <u>GAS</u>

V. RESULTS/OUTPUTS/ OUTCOMES AND IMPACTS:

1. Ability to accurately keep track of your employees' attendance
2. Safety of data
3. Eliminates Time Theft;
4. Prevents Buddy-Buddy Punching;
5. Boosts Employee Morale
6. Increases Accountability
7. Simplifies Payroll

Prepared by:

KEVIN O. MARASIGAN
Administrative Officer 01

Certified Funds Available:

JEANY ANN M. AMOY
Accountant 1

Recommending Approval:

JESSAMYN ANNE C. ALCAZAREN
Provincial Statistics Officer

APPROVED/ DISAPPROVED:

ARIEL E. FLORENDO
Regional Director

2022 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

SUPPLEMENTAL NO. 37

END-US PSA Bohol

Charged to GAS

Projects, Programs and Activities (PAPs)- Procurement of Biometrics Fingerprint Attendance System for Employees of PSA Bohol

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE		ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES																UNIT PRICE
						Jan	Feb	Mar	QTY.	Apr	May	Jun	QTY.	July	Aug	Sept	QTY.	Oct	Nov	Dec	QTY.	
	Procurement of Biometrics Fingerprint Attendance System for Employees of PSA Bohol	UNIT	2	20,000.00	Small Value Procurement							1	1									10,000.00
	Specs:																					
	•Can Print Civil Service Form No. 48 Format (For Government Office)																					
	•Up to 500-800 fingerprints / 200,000 transactions. •Fingerprint or Password Authentication																					
	•Standalone (no PC connection required only during data downloading)																					
	•Up to 3-5 fingerprints templates per user •Identification Mode: Fingerprint, Password •USB Flash Drive Up/Download: Available																					
	•Package Included: Fingerprint Attendance Machine , US Power Adapter, 4pcs Mounting Screws, 4pcs Expansion Tubes, User Manual •Desk Mount or Wall Mount;																					
	•High precision optical total reflection headprint •USB Flash Drive Download + USB Communication or PC Connection																					
	•U disk to download data, very convenient and fast •Dry and wet fingers can be 360 degree recognized, the recognition speed is less than 0.5 seconds.																					
TOTAL ESTIMATED BUDGET:				20,000.00																		

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

MARIA EDEN L. MACALOS
Administrative Aide VI

Submitted By:

JESSAMYN ANNE C. ALCAZAREN
Chief Statistical Specialist, Bohol

Approved by:

ENGR. ARIEL E. FLORENDO
Regional Director, HOPE