



INVITATION TO BID FOR

Procurement of Time Monitoring System (BIOMETRICS)

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2016 General Appropriations Act*, intends to apply the sum of **ONE MILLION PESOS (PhP 1,000,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Time Monitoring System (BIOMETRICS)**, **Lot No. 2017-22**. Bids received in excess of the ABC for such lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of Time Monitoring System (BIOMETRICS)**. Delivery of the GOODS is required to be completed within **Thirty (30) calendar days from receipt of the Notice to Proceed (NTP)** and subject to the terms and conditions as may be agreed upon by ERC and the winning bidder. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from ERC-BAC Secretariat and inspect the Bidding Documents at the address given below, **Monday to Friday, 8:00 A.M. to 5:00 P.M. from 05 December 2017 (Tuesday) until 3:00 P.M. of 26 December 2017 (Tuesday)**.
5. A complete set of Bidding Documents for the **Procurement of Time Monitoring System (BIOMETRICS)** may be acquired by interested Bidders starting **05 December 2017 (Tuesday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **One Thousand Pesos (PhP1,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable (non-refundable) fee for the Bidding Documents not later than the submission of their bids.

6. The ERC-BAC will hold the **Pre-Bid Conference on 13 December 2017 (Wednesday), 3:00 P.M.** at the **Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the ERC-BAC Secretariat at the address below on or before **26 December 2017 (Tuesday) at 3:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **26 December 2017 (Tuesday) at 3:30 P.M.** at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The ERC-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. Please see attached **Annex "A"** for the Specification.

10. For further information, please refer to:

Ms. Cherry Lyn S. Gonzales

BAC Secretariat Chairperson

Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City

Tel No. **689-5365**

csg@erc.gov.ph/procurement@erc.gov.ph

04 December 2017, Pasig City.


MARIA CORAZON C. GINES
BAC Chairperson

CLSG/LLG/RGMG/RRFM/SOM

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**Procurement of Time Monitoring System (BIOMETRICS)
(Lot No. 2017-22)**

Specifications:

1 Lot – Time Monitoring System

Five (5) Biometric Units

Sleek Wall mounting casing

Capacitive Touch Screen

Built In Battery with four (4) hours back up time

Compatible with MS Windows

Database platform: MS SQL server

HR Support Functions:

Individual message with confirmation feedback

General announcement display

Self-service attendance history inquiry

Allows authorized officers to view real-time attendance data over LAN

Real Time Information display: can be installed on the user's desktop, clickable anytime

Who logged IN

Who did not log IN

Who arrived late today

Timelog Consolidation:

Automatic consolidation of timelogs to the HEAD OFFICE.

Allows employees to log IN and OUT at Visayas and Mindanao Field Offices

Protection against intermittent LAN malfunction

Continuous operation even when LAN goes down

Automatic Server updated when LAN goes up again

One year warranty in parts and services with Technical Support