



INVITATION TO BID FOR

Procurement of Development of Financial & Administrative System with Time-Keeping, Revenue, Accounting and Collection (FASTRAC)

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 Development of Financial & Administrative System with Time-Keeping, Revenue, Accounting and Collection (FASTRAC), Lot No. 2017-21**. 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 Development of Financial & Administrative System with Time-Keeping, Revenue, Accounting and Collection (FASTRAC)**. 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 2:00 P.M. of 26 December 2017 (Tuesday)**.

5. A complete set of Bidding Documents for the **Procurement of Development of Financial & Administrative System with Time-Keeping, Revenue, Accounting and Collection (FASTRAC)** 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), 2:00 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 2:00 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 2:30 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



**Procurement of Development of Financial & Administrative
System with Time-Keeping, Revenue, Accounting and Collection
(FASTRAC)
(Lot No. 2017-21)**

Specifications:

1 Lot FASTRAC – an integrated administrative and financial system

Human Resource Information System (HRIS)

Provides the following functions

201 Employees Basic information

Leave credits monitoring

Official Business (OB) Monitoring

With work schedule templates

Support Flexi Time schedule

Multi-user capability with assignable user privileges

Remote encoding of Travel Order, Training Memo, OB, OT, and Leave credits over LAN

CSC Compliant Forms/Reports

Attendance Monitoring System

Calculates attendance related items such as credited hours, tardiness, absences, etc.

Holiday consideration

Multi report capability – universal link up to any payroll system

CSC Compliant Forms/Reports

Payroll Module

Fast and accurate payroll calculation integrated with attendance monitoring system

Payroll report must include:

Payslip

Payroll Summary

Monthly/Annual HDMF Contributions

Monthly/Annual Philhealth Contributions

Monthly/Annual GSIS Contributions

Monthly/Annual Withholding Tax

Monthly/Annual Loan Contributions

Unlimited number of department/service

Unlimited number of positions

Unlimited number of employee types

Semi-Monthly, Monthly pay Frequency

Daily Rate or Monthly Rate type

Government Compliant Reports

Employee Web Portal Intranet Module

On-line filing and approval of Overtime, Official Business and Leave credits

On-line Payslip history

On-line loan history

On-line Approval/Disapproval of OT, OB and Leave Applications

Auto-email notifications – providing immediate status of pending applications

Attendance History of individual and collective

On-line company manual – employees may view latest company manual

On-line

Dissemination of internal agency announcement/news

Real Time Attendance Viewer (SMART PHONE APP)

Instantly displays who is present in your work place

See who has not yet-logged in

See who came to work late

Check employees' tardy history

Check employees' time-log history

Built-in user level security

Auto email

Automatically email Daily Time Records (DTR) Payslips and other reports to individual employees

Email payroll registers and attendance management reports to division heads and service directors

Auto-SMS

Provides immediate messaging of vital attendance information to superior as well as subordinates

Tardiness count for the month

Missing timelogs (during previous day)

Above messages are copy furnished to direct superiors

Warranty

One year warranty from software defects and bugs

Technical support – onsite 8x5: Mondays to Fridays 8:00 AM to 5:00 PM