



INVITATION TO BID FOR

Procurement of Twelve (12) Months Services for Repair & Maintenance of the ICT Office Equipment (ERC Main Office)

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the 2018 General Appropriations Act, intends to apply the sum of **ONE MILLION ONE HUNDRED THOUSAND PESOS (PhP 1,100,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Twelve (12) Months Services for Repair & Maintenance of the ICT Office Equipment (ERC Main Office)**, Lot No. **2018-07**. 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 Twelve (12) Months Services for Repair & Maintenance of the ICT Office Equipment (ERC Main Office)**. Delivery of the Services is required per Section VI Schedule of Requirements. Bidders should have completed, within the last five (5) 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, **from Monday to Friday, 8:00 A.M. to 5:00 P.M. of 26 March 2018 (Monday) until 01:00 P.M. of 18 April 2018 (Wednesday)**.
5. A complete set of Bidding Documents for the **Procurement of Twelve (12) Months Services for Repair & Maintenance of the ICT Office Equipment (ERC Main Office)** may be acquired by interested Bidders starting **26 March 2018 (Monday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **Five Thousand Pesos (PhP 5,000.00)**.

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 04 April 2018 (Wednesday), 01:00 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 **18 April 2018 (Wednesday) until 01:00 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 **18 April 2018 (Wednesday) at 01:30 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 Lynn S. Gonzales
BAC Secretariat Chairperson
Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City
Tel No. **706-5259**
csgonzales@erc.gov.ph/procurement@erc.gov.ph

21 March 2018, Pasig City.


MARIA CORAZON C. GINES
BAC Chairperson


ACC/CTG/LLG/RGMG/RRFM/

**PROCUREMENT OF TWELVE (12) MONTHS SERVICES FOR REPAIR & MAINTENANCE OF THE ICT EQUIPMENT (ERC MAIN OFFICE)
(Lot No. 2018-07) (1ST Bidding)**

- 1) **Three (3) male computer technicians: ERC Main Office**
 - 8hrs of duty
 - 1 IT Staff – 7AM to 4PM
 - 1 IT Staff – 8AM to 5PM
 - 1 IT Staff – 9AM to 6PM
- 2) **Level of Expertise (Computer Technicians):**
 - Be a graduate of B.S. Computer Engineering or any two(2) – year Computer System / Technology – related course
 - Have at least two (2) years actual experience (after graduation) in conducting computer preventive maintenance, troubleshooting and repair
 - Have in-depth technical knowledge about computer hardware
 - Be well-versed with different operating system (particularly MS Windows 10; system utilities and office automation tools, MS Office 2013, Outlook 2013, McAfee Endpoint Protection, Kaspersky Endpoint Protection)
 - I have working knowledge on active and passive electronic components
 - I have working knowledge on computer networking (TCP/IP, Gateway, DNS, internet configuration, etc.)
- 3) In the absence of either one of the ERC in-house service engineer / technician, the contractor shall assign/provide a reliever with the same skills and expertise
- 4) Provision of appropriate uniform to the engineers / technicians
- 5) Should there be incidents that may require IT personnel to extend his workhours, extended hours shall be offset to next shift. No overtime payment
- 6) Provision of Resources
 - Vacuum Cleaners and Cleaning Materials
 - Cross and Flat Screwdrivers, Long and Short Nose Pliers, Soldering Iron and Lead, Precision Set, Multi Tester, etc
 - System Boot Disks, Diagnostic Tools and Disk Utilities, etc
- 7) Provision of Service Units, which shall have the same specifications or better, at no additional cost
- 8) Preventive Maintenance Service
- 9) Report Submission
 - Monthly end-user countersigned preventive maintenance and remedial services reports, the format of which shall be prescribed by the ERC-MISD
 - Monthly Summary report of all maintenance and remedial service/s rendered, the format of which shall be prescribed by the ERC-MISD
 - Other reports that may be required by the ERC
- 10) Monthly Billing

Am