



REPUBLIC OF THE ILIPPINES
DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
NATIONAL TELECOMMUNICATIONS COMMISSION
BIR ROAD, EAST TRIANGLE, DILIMAN, QUEZON CITY

Project Identification Number: NTC-PB-2021-08-01

INVITATION TO BID FOR Procurement of Human Resource Information System (HRIS)

1. The National Telecommunications Commission (NTC), through the Capital Outlay of General Fund for the year 2021 intends to apply the sum of Eight Million Nine Hundred Thousand Pesos (P 8,900,000.00) being the ABC to payments under the contract for Human Resource Information System (HRIS). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Telecommunications Commission (NTC), through the Bids and Awards Committee (BAC) I, now invites bids for the above Procurement Project. Delivery of the Goods is required within One Hundred Eighty (180) calendar days from receipt of the Notice to Proceed. Bidders should have completed, within 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) No. 9184.
 - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from National Telecommunications Commission (NTC), and inspect the Bidding Documents at the address given below during *office hours or from 8:00 am to 5:00 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on August 13, 2021 (except on Saturday, Sunday & Holidays) from the given address and website(s) below, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the *GPPB, in the amount of Ten Thousand Pesos 10,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

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

6. The National Telecommunications Commission (NTC), will hold a Pre-Bid Conference¹ on August 23, 2021 at 10:00 A.M. Due to the Covid-19 pandemic and as a precautionary measure to reduce the transmission of Covid-19, the National Telecommunications Commission shall conduct a Pre-Bid Hybrid Conference via Zoom Application and Face-to-Face to be held at the 4/F NTC Multipurpose Hall, NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City which shall be open to all prospective bidders.

All prospect bidders are advised to contact the BAC Secretariat through email at bac1@ntc.gov.ph or landline no. (2) 8924-3744 / 8924-4006, in advance or prior to the scheduled procurement activity, to confirm attendance and to get the log-in details for the zoom application meeting.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 10:00 A.M of September 6, 2021 at NTC Building, BIR Road, East Triangle, Diliman, Quezon City.

Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on September 6, 2021 at 10:00 A.M at the given address below and via Zoom Application. For the Zoom Application Meeting password, kindly email the BAC Secretariat at bac1@ntc.gov.ph or contact us at (2) 8924-37-44 / 8924-4006. Bidders who are physically present during the opening may view and participate in the activity through videoconferencing in a designated area inside the NTC premises.

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The National Telecommunications Commission (NTC) 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
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11. For further information, please refer to:

*Engr. Anna Liza Buenviaje
Chair, BAC Secretariat
NTC Bids and Awards Committee
2/F National Telecommunications Commission Building
BIR Road, East Triangle Diliman, Quezon City
Telephone Nos.: 8924 3744 FAX. No. 89243744
Email: (BAC1@ntc.gov.ph)*

12. You may visit the following websites:
For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- NTC website: www.ntc.gov.ph

Date of Issuance of Bidding Documents: August 13, 2021

(Sgd.) SAMUEL S. SABILE

Chairperson

NTC, Bids and Awards Committee