



BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO.1

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF HUMAN RESOURCE INFORMATION AND PAYROLL SYSTEM (HRIPS)

Invitation to Bid No. 2025-10-194

The Bids and Awards Committee hereby adopt the following amendments in the Philippine Bidding Documents:

1. Amendments and Inclusions

Item No.	FROM		TO	
1	Section III. Bid Data Sheet Clause No. 5.4 Page 41		Section III. Bid Data Sheet Clause No. 5.4 Page 41	
	ITB Clause		ITB Clause	
	5.4	The Bidder's SLCC similar to the contract to be bid (Supply, Delivery, Installation and Commissioning of Human Resource Information System (HRIS)) should have been completed within the last five (5) years prior to the deadline for the submission and receipt of bids.	5.4	The Bidder's SLCC similar to the contract to be bid (Supply, Delivery, Installation and Commissioning of Human Resource Information and Payroll System (HRIPS)) should have been completed within the last five (5) years prior to the deadline for the submission and receipt of bids.
	xxx	xxx	xxx	xxx
2	Section III. Bid Data Sheet Clause No. 27.1 Page 43		Section III. Bid Data Sheet Clause No. 27.1 Page 43	

Main Office

-  PNOC Building 6, Energy Center, Rizal Drive, Bonifacio Global City Taguig, Philippines 1634
-  [+632] 8789 7662
-  www.pnoc.com.ph
-  information@pnoc.com.ph

Industrial Park

-  Barangay Batangas Dos, Mariveles Bataan, Philippines 2105
-  [+6347] 244 5884 and 86
-  industrialpark@pnoc.com.ph

Energy Supply Base

-  Barangay Mainaga, Mabini Batangas, Philippines 4202
-  +63 917 140 5303
-  energysupplybase@pnoc.com.ph

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3	Section V. Special Conditions of Contract Clause 11.4 Page 65 <table border="1"> <thead> <tr> <th>GCC Clause</th><th></th></tr> </thead> <tbody> <tr> <td>11.4</td><td>Not applicable</td></tr> <tr> <td>xxx</td><td>xxx</td></tr> </tbody> </table>	GCC Clause		11.4	Not applicable	xxx	xxx	Section V. Special Conditions of Contract Clause 11.4 Page 65 <table border="1"> <thead> <tr> <th>GCC Clause</th><th></th></tr> </thead> <tbody> <tr> <td>11.4</td><td> Terms of Payment Milestone 1 – 15% Milestone 2 – 20% Milestone 3 – 25% Milestone 4 – 25% Post Implementation Review – 15% Total – 100% (Please refer to Terms of Reference Section VIII Terms of Payment Pages 75-76 for details of </td></tr> </tbody> </table>	GCC Clause		11.4	Terms of Payment Milestone 1 – 15% Milestone 2 – 20% Milestone 3 – 25% Milestone 4 – 25% Post Implementation Review – 15% Total – 100% (Please refer to Terms of Reference Section VIII Terms of Payment Pages 75-76 for details of		
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		<p>75-76 for details of deliverables per milestone)</p> <p>Retention money in an amount of five percent (5%) of every progress payment.</p>								
4	<p>Section V. Special Conditions of Contract</p> <p>Clause 17.3</p> <p>Page 65</p>	<p>Section V. Special Conditions of Contract</p> <p>Clause 17.3</p> <p>Page 65</p>								
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Industrial Park

- Barangay Batangas Dos,
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Energy Supply Base

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Item No.	FROM	TO
5	Section VII. Technical Specifications Terms of Reference Section III D. Warranty, Support, and Maintenance xxx 4. Warranty coverage must consist of the following: <ul style="list-style-type: none"> • xxx • The supplier/ vendor is required to provide highly technical personnel to support PNOC users while using the system for the whole duration of the contract. This support must be provided 24/7, especially when the system is inaccessible. 	Section VII. Technical Specifications Terms of Reference Section III D. Warranty, Support, and Maintenance xxx 4. Warranty coverage must consist of the following: <ul style="list-style-type: none"> • xxx • The supplier/ vendor is required to provide highly technical personnel to support PNOC users while using the system for the whole duration of the contract. This support must be provided during office hours (8:00 AM to 5:00 PM), especially when the system is inaccessible.
6	Section VII. Technical Specifications Terms of Reference Section VIII Terms of Payment Retention Money 10% Retention for every progress payment. Retention of 10% of contract price to be released after the lapse of the warranty period.	Section VII. Technical Specifications Terms of Reference Section VIII Terms of Payment Retention Money 5% Retention for every progress payment. Retention of 5% of contract price to be released after the lapse of the warranty period.
7	Please see attached "Format of Curriculum Vitae (CV) for Proposed Professional Staff"	
8	Please see attached Revised "Section IX. Checklist of Technical and Financial Documents"	



2. Clarifications

1

SLCC Requirement:

The definition of similar projects shall be the Supply, Delivery, Installation, and Commissioning of a Human Resource Information and Payroll System (HRIPS). The contract amount must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

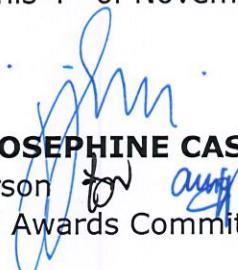
In cases where the HRIPS is only a component of a larger project (e.g., Computerized Accounting System with HRIPS), the BAC may consider such project as a valid SLCC, provided that sufficient proof is submitted to determine the contract amount allocated for the HRIPS.

A Certificate of Completion/Satisfactory Completion or Certificate of Acceptance must also be submitted in support of the SLCC.

Amendments/ inclusions/ clarifications made herein shall be considered an integral part of the Bidding Documents.

For guidance and information of all concerned.

Issued this 4th of November 2025.


ATTY. JOSEPHINE CASSANDRA J. CUI

Chairperson
Bids and Awards Committee

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Bonifacio Global City Taguig, Philippines 1634



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Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position						
Personal Information						
Name of Staff						
Address			Contact No.		Email Address	
Date of Birth		Citizenship			Civil Status	
Project Experience (start from the current employment, add rows if necessary)						
<i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
Relevant Training (start from the most recent, add rows if necessary)						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
Education (start from the most recent, add rows if necessary)						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise	
Database	
Operating Systems	
Application Software	
Professional Licenses, Certificates, Other Credentials	
	Title
	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Printed Name and Signature of staff member]

Date: _____
MM/DD/YYYY

CERTIFIED CORRECT:

[Printed Name and Signature of authorized representative of the firm]

Date: _____
MM/DD/YYYY

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with **Section 20.2.9.1 of the IRR**;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents (Including Certificate of Satisfactory Completion and/or Certificate of Acceptance); **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- (g) Technical Proposal/ Brochures of the Proposed Human Resource Information and Payroll System (HRIPS)
- (h) **Proof of at least five (5) years of Software Development Experience (Purchase Orders, Notice to Proceed, Certificate of Satisfactory Completion, or Certificate of Acceptance).**
- (i) Curriculum Vitae of Key Personnel (Team Leader, Two Developer, Two Staffer). The **TEAM LEADER OR DEVELOPER** must have at least five (5) years' experience in designing, developing, implementing, and managing a Civil Service Commission-compliant Human Resource Information and Payroll System.
- (j) **Proof of at least one (1) Human Resource Information and Payroll System (HRIPS) from ANY GOVERNMENT AGENCY** (Copy of the Contract/ Purchase Order, Notice of Proceed, Notice of Award, Certificate of Satisfactory Completion, or Certificate of Acceptance)

Financial Documents

- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 12009 (as applicable)

- (l) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
 (b) Original of duly signed and accomplished Price Schedule(s); **and**
 (c) Annual Maintenance and Technical Support Fee (**Year 2 and Year 3**)