



Batanes Electric Cooperative, Inc.

Basco, Batanes
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INVITATION TO BID FOR THE PROCESS OF AUTOMATION AND COMPUTERIZATION OF BILLING, ACCOUNTING, ENGINEERING AND MEMBERSHIP-CONSUMERS SYSTEM FOR BATANES ELECTRIC COOPERATIVE, INC.

BATANELCO through its Bids and Awards Committee has intend to procure a complete package of an automation system for its Meter reading and billing system, Consumer Connection Management system, Engineering Monitoring System, Local Payment System and Accounting System using ICT-enabled tools specifically to improve operational efficiency through up-to-date information, (near) real- time business process collaboration and, elimination of error-prone manual transactions which are cumbersome, repetitive and fragmented.

I. Schedule of Activities

Activity	Target Date
Pre-procurement conference	August 23, 2019
Preparation of Bid Documents	August 23-27, 2019
Posting / Publication of Invitation to Bid	August 28, 2019
Pre-Bid Conference	September 9, 2019
Opening of Bids	September 23, 2019
Evaluation of Bids	September 24 - October 3, 2019
Issuance of NTP	October 7, 2019
Project Duration	180 Calendar Days
Approved Budget Cost (VAT inclusive)	P3,300,000.00

II. Terms of Reference

Type of System	Windows-based, license free system using Java, MySQL and related applications and Jasper application for reports and compatible with CentOS that can be ported to or accessed through mobile applications using Android based applications or approved equivalent. The system should be upgradable and compatible with other extensions such as mobile apps for consumers, human resources management and engineering software.
Components of the System	<ol style="list-style-type: none"> 1. Billing Management Module <ul style="list-style-type: none"> • Integrated Meter Reading using gadgets for online and offline work • Rate computation • Grouping Consumers by Classification • Tracking of paying and non-paying consumers • Integrate with Cashiering System • On demand reports (NEA-BIT format) 2. Consumer Connection Management Module <ul style="list-style-type: none"> • Enrollment of new consumers • Managing customer requests and complains • Manage cases of change meter, meter relocation etc. • Integrate with cashiering system • On demand reports (NEA-BIT format)



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	<p>3. Engineering Management Module</p> <ul style="list-style-type: none"> Automating data related to poles, drop wires, status of meters Meter testing Trouble shooting on consumer complaints On demand reports (NEA-BIT format) <p>4. ACAM-based Accounting System Module</p> <ul style="list-style-type: none"> Teller System for Consumer payments Cashiering Systems including daily reports viz Cash Collections, Cash Positions and etc. Books of Account Financial Reports as may be needed <p>5. Reports Module</p> <ul style="list-style-type: none"> All main modules will have its corresponding reports which are integrated with each other and easily printable in the system Printable from a dropdown menu or extracted to excel report format
Hardware Requirement	<p>The package shall be supported by a complete plug and play hardware to consist of the following:</p> <p>Server (Processor Intel Xeon-Silver 4110) with complete accessories; 5 kVA UPS, HPE Office connect 1920 24G 2sFP switch (2 units) Wired and wireless LAN or its approved equivalent</p>
Trainings	<p>The service provider shall conduct user's training for frontline staff, System administrator, and other user of information within the organization.</p>
Other Deliverables and Documentation	<ul style="list-style-type: none"> Licensed system application and database installed in the production server User documentation (software requirement specification, users guide/process flow and troubleshooting reports) Monitoring report, post implementation Training attendance and output

III. Interested parties may inspect Bid Documents from BATANELCO BAC Secretariat at BATANELCO Office, Basco, Batanes starting August 28, 2019 from 8:00 AM to 5:00 PM during regular working days. The Bid Document is available via electronic mail upon payment of a non-refundable fee of Five Thousand Pesos (Php 5,000.00).

IV. BATANELCO hereby reserves the right to reject any of all bids/ proposals, to waive any minor defects and infirmities therein, and to accept such bids/proposals as may be deemed advantageous to the BATANELCO.

V. For further details, please contact BAC Secretariat at Tel. No. (078) 343-0011, SMART no. 0999-186-4157 or through email at bataneselco@gmail.com.

SGD
MARICEL O. CANO
 BAC Chairman