

**ILOILO 1 ELECTRIC COOPERATIVE, INC.
(ILECO – 1)**



Procurement of

Supply and Delivery of

Calendars for year 2022

INSTRUCTIONS TO BIDDERS

1. **Bidders must affix his/her signature in these instructions to signify their conformity and shall be submitted together with his/her Bid offer.**
2. The bidding for the sealed canvass of the following materials with specifications and Approved Budget for the Contract is open to accredited bidders:

| LOT | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT | SOURCE OF FUND | NON-REFUNDABLE BID DOCUMENT FEE |
|-----|--|----------------------------------|----------------|---------------------------------|
| 1 | Supply and Delivery of Calendars for year 2022 | Php 1,420,000.00 | General Fund | Php 5,000.00 |

3. The Pre-bid Conference is scheduled on October 8, 2021 at 9:00 a.m. and the submission/opening of bids will be on October 21, 2021 at 9:00 a.m.
4. Bidder/s or their representative must indicate their exact time of arrival in the attendance sheet provided in the bidding venue. **The attendance of bidder/authorized representative is a must.** Only those who have purchased the Bidding Documents shall be allowed to participate in the pre-bid conference and raise or submit written queries or clarifications. Those who failed to come on the specified time indicated in the invitation to bid will be disqualified.
5. Only representatives with **notarized authorization letter** can participate in the Pre-bid Conference and Bid Opening.
6. BAC will only accept Bids submitted in one (1) sealed envelope containing two (2) folders.
 - I. First folder (Folder 1) should contain the following:
 - a. the Bid Security (2% of ABC) and;
 - b. Notarized instruction to bidder.
 - II. Second folder (Folder 2) should contain the Financial Proposal/Bid offer.
7. Submission of Bids after the deadline set by BAC shall not be accepted. Prices should include VAT and all other taxes. A bid not accompanied by the required Bid Security shall not be opened, announced or proceedings. Bidders must post a Bid Security of two percent (2%) of the Approved Budget for the Contract (ABC) in the form of a) Cash, Cashier's check and Manager's check or may deposit directly to ILECO-I account, RCBC Savings Account, Jalandoni Branch, Iloilo I Electric Cooperative, Inc., Account # 7590534077, wherein the deposit slip must be emailed to bac.ileco1@gmail.com, and the validity period is One Hundred Twenty (120) calendar days from opening of Bids. b)

Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank.

8. Bid securities shall be returned to bidders that were rated ineligible. However, bids that were rated eligible shall be returned only after the bidder with the Lowest Calculated Responsive Bid has signed the contract and posted the performance bond.
9. The Performance Security is equivalent to 5% of the Contract Price (Bid Price) in the form of a) Cash, Cashier's check and Manager's check or may deposit directly to ILECO-I account, RCBC Savings Account, Jalandoni Branch, Iloilo I Electric Cooperative, Inc., Account # 7590534077, wherein the deposit slip must be emailed to bac.ileco1@gmail.com, within five (5) calendar days from the receipt of Notice of Award and b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. The validity Period of the Performance Security is upon signing of the contract until the issuance of Certificate of Final Acceptance. **In case of failure to post the required performance security, the bid security shall be forfeited without prejudice to the imposition of sanctions.**
10. Bidders cannot withdraw their bids after it has been submitted to the Bids and Awards Committee (BAC). However, the BAC has the right to evaluate doubtful bid to protect the interest of the Cooperative and reserves the right to make decisions which it can waive or award to the next lowest calculated responsive bid.
11. The delivery schedule is **within thirty (30) calendar days** from receipt of Notice to Proceed (NTP).
12. Payment Terms:
 - a) **Within thirty (30) Calendar Days** from the full delivery of Calendars provided that the following shall be complied:
 - a. Request for Payment/Billing Statement/Statement of Account from the Supplier addressed to ILECO 1 General Manager, Engr. Miguel A. Paguntalan Jr. and duly supported with the required documents.
 - b. The request must be fully supported with Certification from end-user to the effect that it has been delivered in accordance with the terms of this contract and have been duly inspected and accepted with complete submission of required documents for payment processing (e.g. delivery receipt).
 - b) Payment is Inclusive of VAT and all other taxes subject to corresponding withholding tax, auditing and accounting rules and regulations of the Cooperative relative to release of payment.
 - c) A retention fee of one percent (1%) of the amount of each payment shall be retained to cover the Supplier's warranty obligations under this contract. The supplier has the option to post a Bank Guarantee equivalent to one percent (1%) to cover the warranty

period. The retention shall be released only upon the issuance of the Certificate of Final Inspection and Acceptance (CFIA) by the end-user.


13. The obligation for the warranty shall be covered by either retention money in an amount of one percent (1%) of every progress payment, or a special bank guarantee equivalent of one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
14. Product warranty shall remain valid for **three (3) months** after the goods or any portion thereof as the case maybe, have been delivered to the final destination indicated in the Contract.
15. Whatever amount charged for the Notarization Fee of the Contract Agreement shall be shouldered by the winning bidder.
16. Bidders may refer to the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives of the Republic Act (RA) No. 10531 to clearly understand the procurement process and in the absent of any ruling in RA No. 10531, the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act shall supersede.
17. The HOPE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract as indicated in the Section V.F of National Electrification Administration (NEA) Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017).
18. The results of the bidding shall be submitted to the Board of Directors of ILECO-I for final decision and awarding of BIDS. The decision of the Board shall be deemed final and executory.

Conformed:

Signature over Printed Name

Name of Company

TECHNICAL SPECIFICATIONS:



Iloilo I Electric Cooperative, Inc.

(ILECO 1)

5021 Tigbauan, Iloilo, Philippines

Tel. Nos. 511-7822 to 25 Telefax 511-8852 E-mail: ogm.ileco1@gmail.com

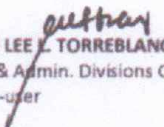
Alimodian
Oton
Cabatuan
Pavia San Joaquin
Guimbal
San Miguel
Igbaras
Sta. Barbara
Leganes
Tigbauan
Leon
Tubungan
MasaingMiag-ao

The Specifications of ILECO-1 Calendar for year 2022 are as follows:

| | |
|---------------|--|
| Quantity | : Medium (17" x 22") – 50,000 pcs. |
| | Large (22" x 34") – 10,000 pcs. |
| No. of Leaves | : 12 sheets |
| Design | : Final Design will be supplied by ILECO-1 |
| Printing | : One Side printing for 12 sheets |
| Paper | : White Bond (min. of 40gsm) |


The rates quoted for the ILECO 1 Calendar for Year 2022 includes the cost of printing, processing & paper (text & paper) material etc. for binding and Delivery at ILECO 1 main office Namocan, Tigbauan.

Prepared by:




LYN LEE J. TORREBLANCA
HR & Admin. Divisions Chief/
End-user

Checked by:




MARICON C. GARRIDO
OIC-ISD

Approved by:



ENGR. MIGUEL PAGATALAN JR.
General Manager

We Serve Member-consumer-owners with Integrity Loyalty and Efficiency



- Oton Area Office: 336-8443
- Miag-ao Area Office: 513-7080
- Sta. Barbara Area Office: 523-8631
- Guimbal Service Center: 315-5512
- Cabatuan Service Center: 522-8142
- Leganes Service Center: 524-9698
- San Miguel Serv. Center: 331-0480
- Leon Coll. Office: 882-0297
- San Joaquin Coll. Office: 314-7515
- 24-Hour Hotline: (033) 511-8138 / 0917 314 4430

LAY-OUT:

ILOILO 1 ELECTRIC COOPERATIVE, INC.

CONTACT INFORMATION

24-Hour Customer Care Hotline:
Main Office: (033) 511-8138
0917-314-4410

Consumer Welfare Desk Office (CWDO):
(033) 353-1202
0917-314-4095

Weekdays except Holidays (8:30 AM to 5:00PM)

ILECO 1 SATELLITE OFFICES

| | |
|----------------------------------|---|
| 1. Magesar Area Office | - 513-7680 |
| 2. Gumbal Service Center | - 0945-475-5161 |
| 3. San Joaquin Collection Office | - 315-5512 |
| 4. Oton Area Office | - 0945-345-1689 |
| 5. San Miguel Service Center | - 314-7515 |
| 6. Pavia Collection Office | - 0895-658-8545 |
| 7. Leon Collection Office | - 337-0077/393-1204 |
| 8. Sta. Barbara Area Office | - 0845-340-3085 |
| 9. Cabatuan Service Center | - 331-0480 |
| 10. Leganes Collection Office | - 0927-079-4940 |
| 11. Maasin Collection Office | - 0928-890-9986 |
| 12. OT Mall Collection Office | - 882-0297 |
| | - 0905-446-2192 |
| | - 523-8030/31 |
| | - 0977-937-2428 |
| | - 522-8142 |
| | - 0996-742-0991 |
| | - 524-8717 |
| | - 0977-450-2581 |
| | - 333-0066 |
| | - 0935-287-8098 |
| | - Ground Floor, OT Town Center, Ungka II, Pavia |



ILECO 1 BILLS PAYMENT PARTNERS

- BAYAD CENTER (OTC): LBC, PeraHub, Philpost, Robinsons Department Store, USSC, PayMaya (App)
- ECPay: 7/11 (OTC & Kiosk), ExpressPay (OTC), GCash (App)
- SM Supermalls (OTC)
- Pawnshops (OTC): Cebuana Lhuiller, Palawan Pawnshop
- Banks: First Consolidated Bank- Iloilo, Tigbauan, San Joaquin & Cabatuan Branches (OTC); Metrobank (Online & OTC), QueenBank (OTC), RCBC (Online & OTC), PNB (Online & OTC), BDO (OTC), Union Bank (OTC)

Pay your bills at least three (3) days BEFORE the due date. Transaction/ Service Charge may apply.



2021 PHILRECA AWARDS FROM THE WIRES

| | |
|---|---|
| 1. Paramount Achievement Award | 14. Digital Transformation Award |
| 2. Silver Stellar Award | 15. Business Innovation Award |
| 3. Outstanding Performance Award | 16. Outstanding Radio Program Award |
| 4. Limelight Award | 17. Extra Mile Award |
| 5. Prompt Payor Award | 18. Kadiwa ni Ani at Kita Award |
| 6. MCO Prime Participation Award | 19. Bayanihan Award |
| 7. Groundbreaker Award | 20. Compassion in the Face of Adversity Award |
| 8. Strength in Numbers Award | 21. Champion of the One EC Network Foundation Award |
| 9. Key Contributor Award | 22. MCO Champion Award |
| 10. State of the Art Workplace Award | 23. Ace of Armor Award |
| 11. Bringing it Beyond Award | 24. One EC Signage Award |
| 12. EC Multimedia Award | 25. Leading EC in Health and Wellness Program Award |
| 13. Special Citation for ECs with Fully Liquidated Subsidy Fund for Rural Electrification | 26. Occupational Safety and Health Excellence Award |
| | 27. Iron Pillar Award |



S - erve
M - ember-Consumer-Owners with
I - ntegrity
L - oyalty and
E - fficiency



MEMBERS OF THE BOARD OF DIRECTORS

| | | |
|---|--|--|
|  MR. LARRY P. NACIONALLES President District 5 - Gumbal & Tigbauan |  MR. SALVADOR C. CABALUNA IV Vice President District 6 - Leon & Almodan |  MR. TITO T. GARCIA Secretary District 7 - Tubungan & Igharis |
|  MS. MARIA SOPHIA S. PADILLA Treasurer District 4 - Sta. Barbara, San Miguel & Leganes |  MR. MARIANO D. MALONES JR. Member District 2 - Maasin & Cabatuan |  MR. JOSELITO N. SAPTANIAN Member District 1 - Magaoo & San Joaquin |
|  DR. VICTORIO FRENIE S. ESCANLAR Member District 3 - Oton & Pavia |  ENGR. MIGUEL A. PAGUNTALAN JR. Ex-Officio Member General Manager | |

f @ilecoOne
 @ contact.ileco1@gmail.com or ilecoonemain@gmail.com
 globe www.ileco1.com
 d E-Billing: <http://bit.ly/ILECO1eBilling>

"Kari Kamo, Upod Kita, Aton Ini"

(Soft copy will be emailed to the winning bidder)



ILOILO I ELECTRIC COOPERATIVE

ILECO - I

Brgy. Namocon, Tigbauan, Iloilo
Telephone No. (033) 511-8138 local 115

Fax No. (033) 511-8852

REQUEST FOR QUOTATION

Name: _____

Address: _____

Date: _____

TIN: _____

PR No. _____

Tel. No. _____

Please quote your lowest net price for the supply and delivery of the item(s) listed below, giving complete and detailed description of your offer and stating the shortest time of delivery, subject to the terms and conditions.

Kindly return this request for sealed bid in a sealed envelope marked " CANVASS OF PRICES " addressed to the Chairman, Pre-qualification Bid & Award Committee, ILOILO 1 ELECTRIC COOPERATIVE, INC., Tigbauan, Iloilo, where all offers will be opened on October 21, 2021 at 9:00 a.m.

| Item No. | Description | Quantity Required | Unit Price | Amount |
|----------|--------------------|-------------------|------------|--------|
| 1 | Medium (17" x 22") | 50,000 pcs. | | |
| 2 | Large (22" x 34") | 10,000 pcs. | | |
| | | Total | | |

Terms and Conditions:

1. Delivery period shall be specified under the contract of this procurement;
2. Mode of delivery: Pick-up (Schedule) Door to Door Delivery;

3. Supplier shall be responsible for the source (s) of its goods/services/equipment in accordance with the schedule and specifications of the RFQ or contract.

Failure to comply with this provision shall be ground for cancellation of the Purchase Order (PO) or a penalty of one-tenth (1/10) of one (1%) percent for every day of delay shall be imposed;

4. Supplier may submit the original brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable;

5. Detailed breakdown of bill of quantities;

6. Warranty shall be for a period of three (3) months for supplies and materials, one (1) year for equipment from date of acceptance;

7. Terms of payment - shall be specified under the contract of this procurement;

8. All transactions are subject to withholding of credible taxes per revenue regulation(s) of the Bureau of Internal Revenue;

9. Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection prior to award or PO;

X-X

Very truly yours,

MR. EVANS G. VILLANUEVA

BAC Chairperson

After having carefully read and accepted your terms and conditions, I/We quoted you on the item/s at prices above. The above price/s and/or quotation/s for the item/s you wish to purchase/repair is/are available within _____ days from the date of quotation.

SIGNATURE OVER PRINTED NAME

Name of Supplier/Firm/Company

Tel No. / Cellphone No. / E-mail Address

Date quoted: _____

