

**ILOILO 1 ELECTRIC COOPERATIVE, INC.
(I L E C O – 1)**



Procurement of Goods

**Rebidding
“SUPPLY AND DELIVERY OF MEALS
AND SNACKS FOR BASIC LINEMAN
TRAINING 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 Meals and Snacks for Basic Lineman Training 2022	Php 592,800.00	General Fund	Php 1,000.00

3. The Pre-bid Conference is scheduled on September 1, 2022 at 4:00 p.m. and the submission/opening of bids will be on September 13, 2022 at 4:00 p.m. which will be conducted via Zoom.
4. Bidder/s or their representative must log in five (5) minutes before the scheduled activity to the Zoom Link which will be provided by the BAC upon purchased of the bidding documents. Meeting ID or Link will be provided via e-mail. **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 Submit Bid Proposal Thru Sealed Canvass will be disqualified.
5. Maximum of two (2) representatives with notarized authorization letter are allowed to participate in the Pre-bid Conference and Bid Opening. Representatives from each bidder/company must submit their notarized authorization letter one (1) day before the Pre-bid conference and Opening of Bids via BAC official email. Failure to comply the above-mentioned will automatically mean disqualification.
6. Online Submission of Bids shall follow the **online bidding submission and receipt of bids instruction manual** attached as Annex "A". Bidder's submission of hard copy bidding documents shall be sent via courier at least one (1) day before the opening of bids and shall submit proof of delivery receipt to bac.ileco1@gmail.com.
7. 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 instructions to Bidders.
 - II. Second folder (Folder 2) should contain the Financial Proposal/Bid offer.
8. Submission of Bids after 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.
9. 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.
10. 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 ten (10) 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.**
11. 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.
12. The delivery schedule is as follows:
- o Delivery will be upon the start of Basic Lineman Training 2022 which will be 30 days (specific schedule to be announced prior the Opening of Bids)
13. Payment Terms:
- a) Payment will be based on the billing of actual delivery made every 7 days.
 - b) Payment shall be processed within 7 working days upon receipt of 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.

- c) 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, sales invoice, billing statement, warranty certificate if applicable and other documents needed
 - d) 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.
14. Whatever amount charged for the Notarization Fee of the Contract Agreement shall be shouldered by the winning bidder.
15. 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.
16. 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).
17. 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

<u>MENU</u>	
<u>BREAKFAST</u>	<u>LUNCH</u>
Rice	Rice
Coffee (Trainor only) Egg (Scrambled, etc)	Juice/Softdrinks
Chorizo	Fruits (Trainor only)
Hotdog	Dessert (Trainor only)
Tocino	Monggo with baboy
Dried Fish	KBL
Salted Egg	Taugue with Chicken
Corned Beef	Fried Fish
Longganisa	Bulalo
	Giniling with Kalabasa & Alogbati
	Sinabawan Isda
<u>DINNER</u>	<u>SNACKS</u>
Rice	Juice/Softdrinks
Juice/Softdrinks	Pancit Molo
Fruits (Trainor only)	Sotanghon
Appetizer (Trainor only)	Sopas
Sinugba Baboy	Sandwich
Prito Isda	Burger
Adobo Baboy or Manok	Siopao
Tinola Manok	Cheeseroll
BBQ	Arroz Caldo
Sweet & Sour Fish	
Sinigang Pasayan	



**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. RIV-2022-0401

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 August 1, 2022 at 3:30 p.m.

Item No.	Unit	Description	Quantity Required	Unit Price	Amount
1	Pc	Meals (Trainees)	1,560		
2	Pc	Meals (Trainors)	60		
3	Pc	Snacks (assorted)	1,620		
			Total Bid Offer		

Terms and Conditions:

1. Delivery period (stated in the Instructions to Bidders) 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 one (1) month for supplies and materials from date of acceptance;

7. Terms of payment (specified in the Instruction to Bidders)- 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,

MS. KAY C. FRIALDA

BAC Vice 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

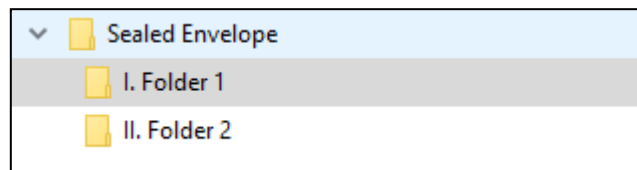
Date quoted: _____



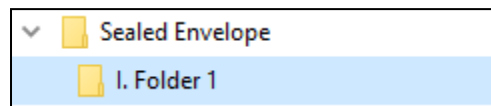
ONLINE BIDDING SUBMISSION AND RECEIPT OF BIDS INSTRUCTION MANUAL – SEALED CANVASS

A. BID FORMAT PREPARATION (For Bidders)

1. Prepare the following prescribed folder arrangement: One (1) Sealed Envelope that contains two (2) separate Folders.

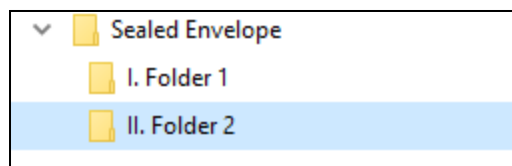


2. The content of each Folder should be saved as a PDF file.



Sealed Envelope > I. Folder 1

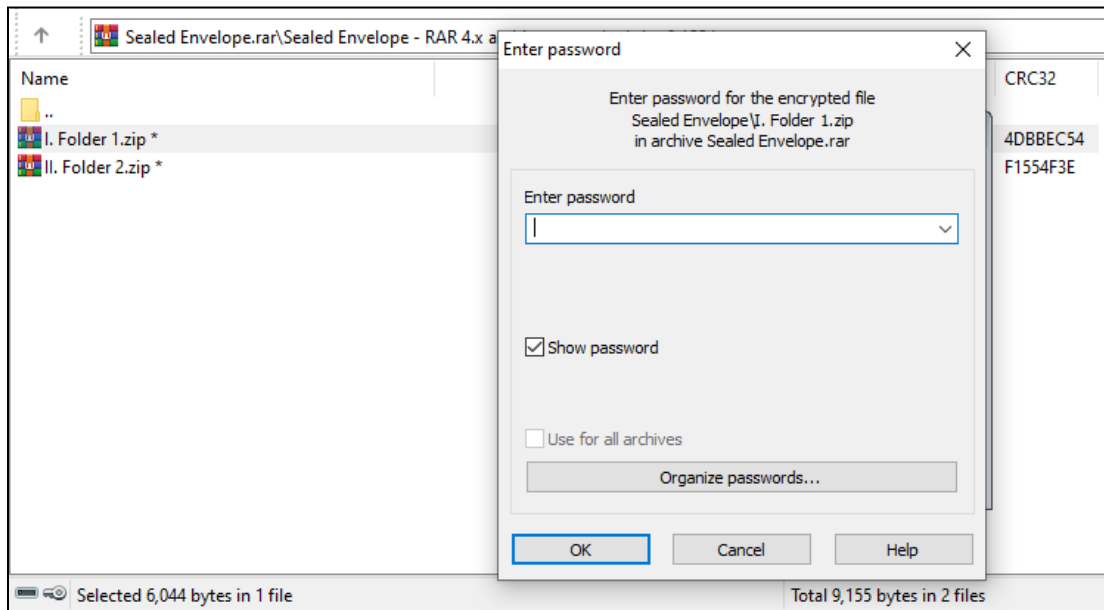
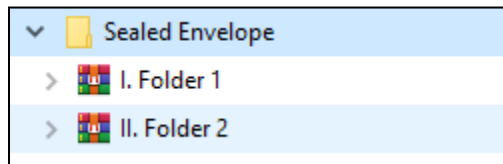
Name	Date modified	Type	Size
Bid Security (2% of ABC)	01/10/2021 10:15 am	PDF File	64 KB
Notarized Instruction to Bidders	01/10/2021 10:15 am	PDF File	64 KB



Sealed Envelope > II. Folder 2

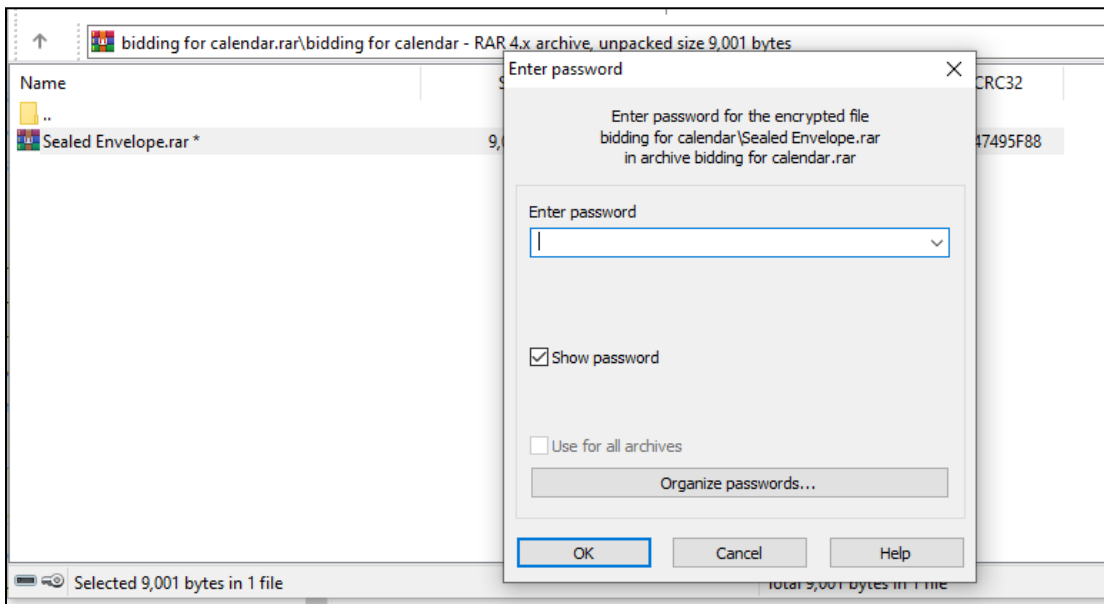
Name	Date modified	Type	Size
Financial Proposal or Bid Offer	01/10/2021 10:15 am	PDF File	64 KB

3. Compress each Folder. Each Folder must be password protected.



4. Compress the Sealed Envelope. The Sealed Envelope must be password protected.

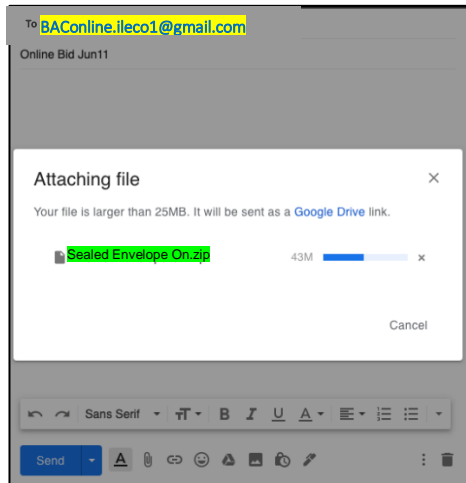
B.



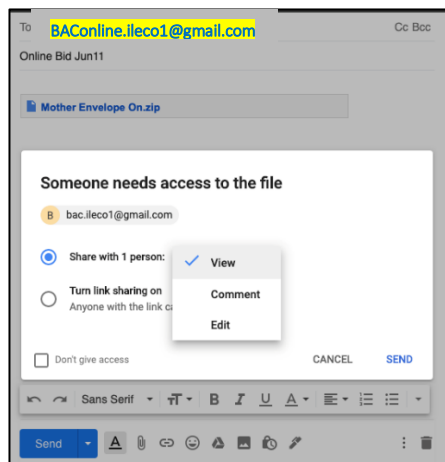
SUBMISSION OF BID (For Bidders)

1. Compose email and send to BAOnline.ileco1@gmail.com.

Files over 25MB will be sent as a Google Drive link.



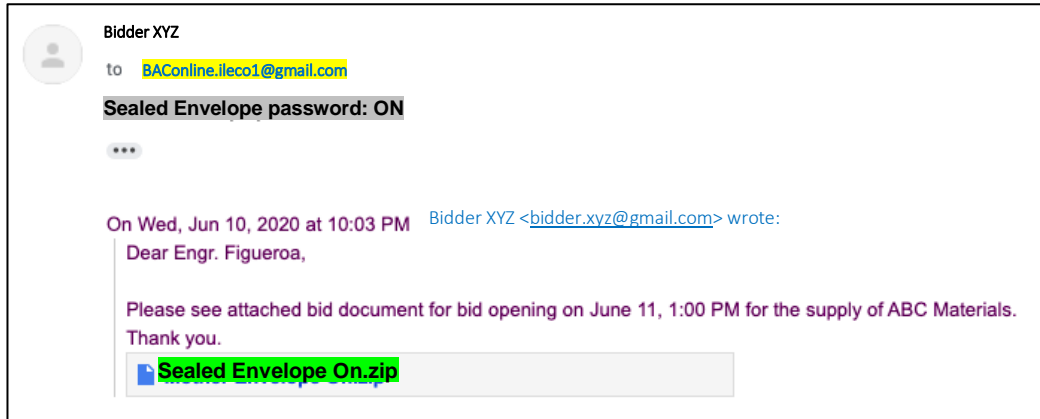
2. Click Send and allow BAC Viewing access to the file.



3. Wait for the instruction from the BAC Chairman to provide password to open the Folders during the online bid opening procedures via Zoom.

The Password for each Folder should be sent via Zoom Chat Room. Passwords should only be sent every after the BAC Chairman instructs the bidder to do so during the Zoom meeting. Sending of Passwords in advance is highly discouraged. Further, the Password must be sent

within ten (10) minutes from the instruction from the BAC Chairman. Failure to do so may mean the bidder's disqualification.

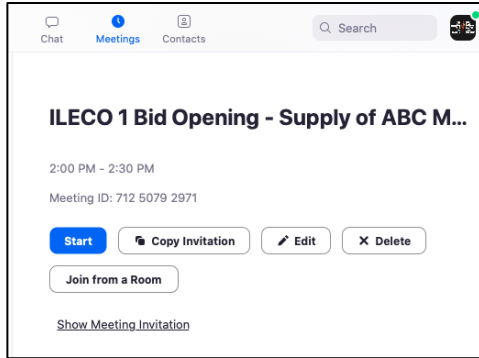


C. OPENING OF BIDS (For BAC)

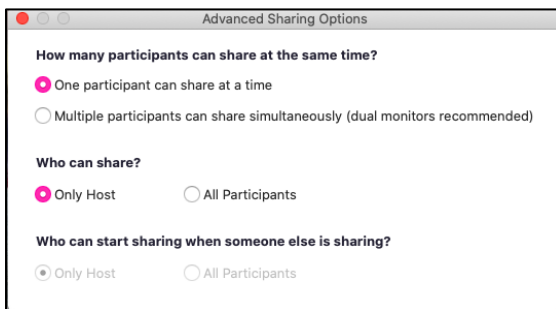
Before Bid Opening

1. After the Pre-bid conference, schedule a Zoom meeting on the Bid Opening.

2. Email the Zoom Meeting invitation to Bidders with verified payment for bid documents at least one (1) day before bid opening.

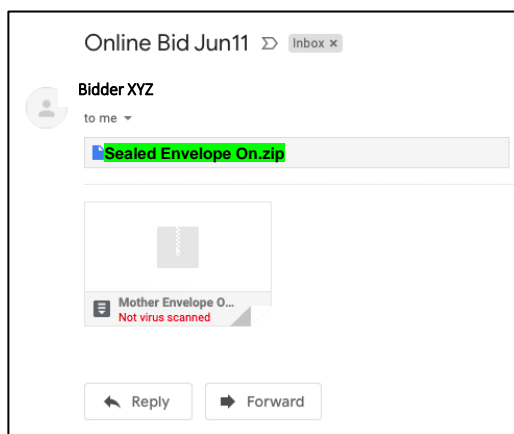


3. Set-up Zoom meeting Screen Sharing settings: Only the Host (BAC) can screen share during the bid opening.

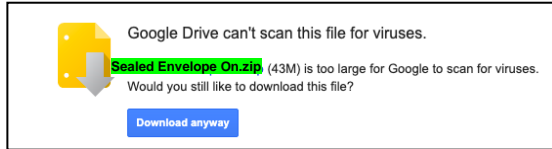
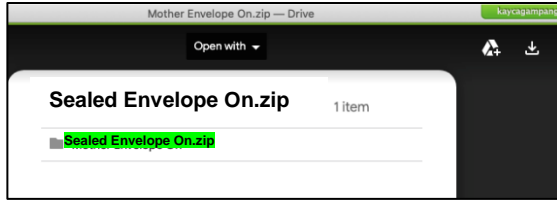


4. Open the email from the Bidder containing their bid documents, then click the zip file link.

The email from the Bidder should be received at least a one (1) hour before bid opening.

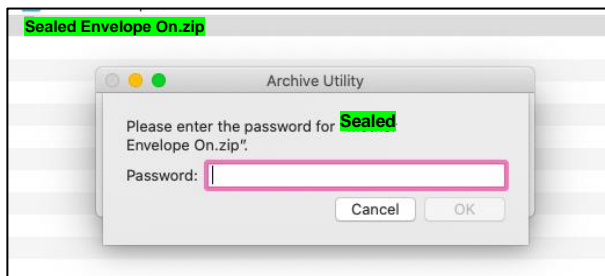


5. Download the zip file one (1) hour before bid opening to be ready for screen sharing.

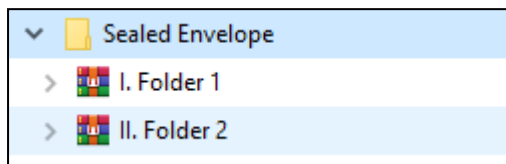


During Bid Opening

1. Click the zoom meeting Record button.
2. Share Screen the bidding requirement checklist for all participants to view.
3. Request the Password of the Sealed Enveloped from the Bidder to be sent via Zoom Chat Room. Double click the Sealed Envelope file. Enter the Password to open the file.



4. Proceed in the opening of the Envelopes and its Folder contents according the regular bidding procedure of one (1) folder at a time as long as the Bidder Pass the required criteria.



5. Present the Abstract of the bid opening via Share Screen. Save the Chat Room logs.