



Republic of the Philippines
SAN JOSE CITY ELECTRIC COOPERATIVE
Maharlika Highway, San Jose City 3121
(SAJELCO)
BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID

1. The San Jose City Electric Cooperative (SAJELCO), through Bids and Awards Committee, hereby invites all interested accredited providers to bid for the supply and delivery of Services for one (1) year Health Maintenance Organization Program for all Officers and Employees of SAJELCO for the period of May 1, 2021 until April 30, 2022.
2. Approved budget for the contract is **Three Million Three Hundred Thousand Pesos (P3, 300,000.00)**. Quoted price must be inclusive of VAT. Source of fund for the said contract shall come from SAJELCO's General Fund.
3. Significant dates to remember for the prospective bidders are:

PARTICULARS	DATE AND TIME	VENUE
Submission of Eligibility Requirements & Purchase of Bidding Documents	March 22 – 28, 2021 (8:00 am to 5:00 pm)	to be submitted at sajelco_coop2004@yahoo.com ATTN: SAJELCO BAC
Pre – Bid Conference	March 29, 2021, 2:00pm	Via zoom
Formal Opening of Bids	April 12, 2021, 2:00pm	Via zoom

4. A complete set of Bidding Documents may be secured by the eligible bidders from the BAC Secretariat upon payment of a **non-refundable fee of Five Thousand Pesos (Php 5, 000.00)**. All fees must be deposited to the BAC's Bank account to be provided by the BAC Secretariat upon a letter of intent to join the bidding. A scanned copy of the deposit slip must be emailed to the BAC Secretariat, once the payment was confirmed, an electronic copy of the bidding documents and official receipt shall be emailed to prospective bidder. Note that only those eligible bidders who are able to purchase the Bidding Documents are allowed to attend the Pre-Bid Conference.
5. Pre-bid Conference through a video conferencing using Zoom app shall be held on March 29, 2021, 2:00pm at SAJELCO Training Center. Only prospective bidders who have bought the bid documents may attend the virtual Pre-bid.
6. Bidders shall send their sealed proposals via courier and must be received by the BAC on or before April 12, 2021. Proof of shipping must be submitted to the BAC Secretariat as evidence. Bid opening shall be live streamed via Zoom App on April 12, 2021, 2:00pm in which said proposals will be opened and read in the presence of the bidders or authorized representative who choose to attend. All bids submitted must be accompanied by a Bid Security in form of cash, cashier/manager's check in the amount equivalent to **Two percent (2%) of the Approved Budget Cost**. Bids received in excess of the ABC shall be automatically rejected at the bid opening. Late submission of sealed bid will not be considered or accepted.
7. The meeting ID and password shall be sent to all bidders' email address three (3) days before the schedule of Pre-bid Conference and Formal Bid Opening. Only one access per company shall be allowed.
8. For further inquiries, please contact the BAC Chairman at (044) 940-5818 or email at sajelco_coop2004@yahoo.com.
9. SAJELCO hereby reserves the right to accept or reject any bid and all bids, declare a failure of bidding and not award the contract, to waive any defects therein, and accepts the bid that is most advantageous to the Cooperative.

Certified by:

(SIGNED)
ENGR. FEDERICO G. JULIAN
BAC Chairman

Approved by:

(SIGNED)
ENGR. CESAR B. UBUNGIN
General Manager