



TARLAC I ELECTRIC COOPERATIVE, INC.
(TARELCO I)

AMACALAN, GERONA, TARLAC

“OWNED BY THE PEOPLE IT SERVES”

INVITATION TO BID FOR THE ACQUISITION OF SECURITY SERVICES 2022-2023

TARELCO I invite interested security agencies to apply for eligibility and to bid for contract duration of one (1) year commencing upon receipt of Notice to Proceed with the following terms of reference:

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|------|---|---|-----------|
| I. | LEASE COLLECTION OFFICE (MONDAY-FRIDAY 8:00AM-5:00PM)
SECURITY GUARD (1 PER COLLECTION OFFICE) | - | 5 GUARDS |
| | 1. SAN MANUEL | | |
| | 2. SAN CLEMENTE | | |
| | 3. STA. IGNACIA | | |
| | 4. SAN JOSE | | |
| | 5. NAMPICUAN | | |
| II. | COOP OWNED AREA OFFICES (SUNDAY-SATURDAY)
SECURITY GUARD (2 PER OFFICE) | - | 12 GUARDS |
| | 1. VICTORIA AREA OFFICE | | |
| | 2. CUYAPO AREA OFFICE | | |
| | 3. MONCADA AREA OFFICE | | |
| | 4. CAMILING AREA OFFICE | | |
| | 5. STA. IGNACIA AREA OFFICE | | |
| | 6. PANIQUI AREA OFFICE | | |
| III. | COOP OWNED COLLECTION OFFICES (SUNDAY-SATURDAY)
SECURITY GUARD (2 PER OFFICE) | - | 10 GUARDS |
| | 1. PURA SATELLITE OFFICE | | |
| | 2. RAMOS SATELLITE OFFICE | | |
| | 3. ANAO SATELLITE OFFICE | | |
| | 4. MAYANTOC SATELLITE | | |
| | 5. PANIQUI OLD OFFICE | | |
| IV. | SUBSTATION (SUNDAY-SATURDAY)
SECURITY GUARD (2 PER OFFICE) | - | 6 GUARDS |
| | 1. PANIQUI OLD SUBSTATION | | |
| | 2. PANIQUI NEW SUBSTATION | | |
| | 3. MAYANTOC SUBSTATION | | |
| V. | SECURITY GUARD (8) (SUNDAY-SATURDAY) | - | 8 GUARDS |
| | 1. ADMIN BUILDING | | |
| | 2. STAGING AREA | | |

Bidders are required to bid for the whole lot. **Quoted price must be inclusive of VAT.**

Approved Budget for the Contract (ABC) is Twelve Million Three Hundred Thirty-Five Thousand Pesos (₱ 12, 335, 000.00). Source of Fund for the requirement shall come from the General Fund.

Potential bidders must submit their company profile, latest audited financial statement and pay an accreditation fee of Two Thousand Pesos (P2, 000.00) before they are allowed to participate in the bidding process. Interested eligible bidders may inspect the bidding documents and/or obtain a copy upon **payment of a non-refundable fee amounting to Twenty-Five Thousand Pesos (₱ 25, 000.00) for the cost of bidding documents.**

All fees must be deposited to the BAC's bank account to be provided by the Secretariat. A scanned copy of the deposit slip must be emailed to the Secretariat, once the payment is confirmed, an electronic copy of the bidding documents and official receipt shall be emailed to the prospective bidder.

A complete set of bidding documents may be purchased starting **March 18, 2022 until 4:00 P.M. of March 24, 2022** by eligible bidders upon submission of a written application to the BAC Secretariat.

Pre-bid Conference through a videoconferencing using zoom app shall be held on **March 25, 2022 2:00P.M.** at the TARELCO I Board Room. Questions and clarifications regarding the bid documents must be submitted on or before **March 24, 2022. Questions and clarifications not submitted on or before the given date shall not be entertained during the pre-bid conference.**

Bidders shall send their sealed proposals via courier and must be received by the BAC on or before **April 7, 2022**, proof of shipping must be submitted to the Secretariat as evidence. Bid Opening shall be live streamed via zoom app on **April 8, 2022 2:00 P.M.** in which the said proposals will be opened and read in the presence of Bidders or Bidders' representative who choose to attend. Late submission of sealed bid will not be considered or accepted.

The meeting ID and password shall be sent to all bidders' email address three (3) days before the schedule of pre-bid conference and bid opening. Only one (1) access per company shall be allowed.

All bids submitted must be accompanied by a Bid Security in an amount of not less than two percent (2%) of the ABC. For further information, please contact **VICTOR FLOREM B. CATABONA** or **PAOLA RIZ P. FLORES** at (045) 491-5976 or 79 or email us at bac@tarelco1ph.com.

TARELCO I hereby reserve the right to reject any and all bids, declare a failure of bidding and not award the contract, to waive any defects therein, and accept the bid that is most advantageous to the Cooperative.

ENGR. DANNY L. MALONZO
BAC Chairman
TARELCO I