



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, 2022 until April 30, 2023.
2. Approved budget for the contract is **Three Million and Five Hundred Thousand Pesos (3,500,000.00)**. 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	April 04, 2022 – April 08, 2022 (8:00 am to 5:00 pm)	BAC Secretariat, SAJELCO Office Maharlika Highway, Brgy. Abar 1 st San Jose City, Nueva Ecija
Pre – Bid Conference	April 11, 2022 2:00pm	SAJELCO Training Center
Formal Opening of Bids	April 18, 2022, 2:00pm	SAJELCO Training Center

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 Php 5,000.00**. Note that only those eligible bidders who are able to purchase the Bidding Documents are allowed to attend the Pre-Bid Conference.
5. All bids must be submitted on or before **2:00pm of April 18, 2022**. Bids submitted after the deadline shall be marked only for the purposes of recording the time of submission to the BAC Secretariat but shall not be accepted, thus, they shall be returned to the bidder unopened and intact. Bids shall be opened in the presence of the Bidders or authorized representative who choose to attend. Proposals shall be accompanied by a Bid Bond enclosed to an envelope equivalent to **Five Percent (5%) of the total bid amount** in the form of cash or manager's check.
6. For further inquiries, please contact:

ENGR. FEDERICO G. JULIAN
BAC Chairman, SAJELCO
SAJELCO Office
Maharlika Highway, Brgy. Bar 1st, San Jose City, Nueva Ecija 3121
Tel no. (044) 940 – 5818 local 108 / (044) 463 - 1270

7. 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