



**CANORECO**

**CAMARINES NORTE ELECTRIC COOPERATIVE, INC.**

J.P. Rizal Street, Brgy. 1, Daet, Camarines Norte, Philippines

CANORECO HOTLINE: +63 908 186 5100; +63 919 095 2707

Email address: [canoreco\\_197505@yahoo.com](mailto:canoreco_197505@yahoo.com)

**INVITATION TO BID FORM NO. 2022-143**

To: **ALL CANORECO ACCREDITED SUPPLIERS**

Date: **September 01, 2022**

You are hereby invited to submit your sealed bids for the requirement listed below.

Item	Description/Materials	Qty.	Unit
1	<p>AIRCON MAINTENANCE AND REPAIR FOR ALL CANORECO OFFICES, SERVICE CENTERS AND SUBSTATIONS</p> <p><b>Details:</b></p> <ul style="list-style-type: none"><li>a. Quarterly Maintenance of all Airconditioning units installed at CANORECO Offices, Service Centers, Warehouse, Motor Pool and Substations;</li><li>b. Effectivity: One (1) Year;</li><li>c. Quotation to be provided shall be for the cleaning/maintenance of the following;<ul style="list-style-type: none"><li>• Window Type AC;</li><li>• Split Type AC; and</li><li>• Floor Standing Type AC</li></ul></li><li>d. Separate billing for materials and labor intended for repair, and transportation charges;</li><li>e. ISD-GSD shall provide list of all airconditioning unit installed in all CANORECO offices, service centers, warehouse, motor pool and substations; and</li><li>f. ISD-GSD shall provide schedule of cleaning and maintenance</li></ul>	1	LOT

***Instructions:***

**SEALED BID** proposal shall be submitted to the **Office of the GM - attention Chairman, BACCANORECO Office not later than 5:00 p.m. of September 07, 2022 with a label at the front as the proposal for BID Form No. 2022-143. It shall be opened *September 08, 2022* unless rescheduled for a valid reason.**





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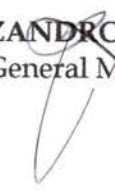
Email address: [canoreco\\_197505@yahoo.com](mailto:canoreco_197505@yahoo.com)

1. **All quotations should be within the prices stated in the 2022 NEA Materials Price Index.**
2. All quotations should have at least **one (1) month validity** from the date of submission of quotation.
3. Preferably with available stocks for immediate delivery.
4. Kindly specify vital details of your quotation including **brand, specifications, terms of payment, delivery period, validity of proposal and warranty.**
5. All bids shall be confirmed by Bids and Awards Committee.
6. All aspects of the bidding process shall be based entirely on the NEA's Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives (IRR of RA 10531).
7. The Camarines Norte Electric Cooperative, Inc. reserves the right to accept or reject any bid, to cancel the bidding process and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders.
8. For other details and concerns, please inquire in person at the Main Office of Camarines Norte Electric Cooperative, Inc., Daet, Camarines Norte or you may send an e-mail at [canoreco\\_197505@yahoo.com](mailto:canoreco_197505@yahoo.com) / [canoreco\\_bac1975@yahoo.com](mailto:canoreco_bac1975@yahoo.com).

Issued by:

  
**ENGR. ALEXIS O. OLILA**  
BAC Chairman

Noted:

  
**ZANDRO R. GESTUADA**  
General Manager





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22 August 2022

**FOR : THE GENERAL MANAGER**  
**FROM : INSTITUTIONAL SERVICES DEPARTMENT (ISD)**  
**SUBJECT : REQUEST FOR APPROVAL TO SCOUT RETAINER FOR AIRCON UNIT MAINTENANCE AND REPAIR**

As we are facilitating necessary contracts for outsourced services, it has come to the undersigned's attention, the hassle encountered by the General Services Division (GSD) in preparing documents for payment of aircon maintenance and repairs. With the said circumstances and to be able to ascertain that airconditioning units in all coop offices, service centers, and substations are religiously maintained, may we recommend subjecting the requirement to sealed canvass by determining the fixed rate for one (1) year for the following;

1. Window Type Aircon Unit;
2. Split Type Aircon Unit; and
3. Floor Standing Type Aircon Unit

Charges for repair, parts replacement and transportation shall be reflected in a separate billing statement. During the scheduled maintenance, the service provider shall submit recommendation for repair and parts replacement, subject to the approval of CANORECO. Once approved, the service provider can proceed with the repair and spare parts replacement. Through an approved memorandum of agreement, there is no need for the GSD to facilitate monthly sealed canvass for all maintenance and repairs of aircon units. Thus, ease in facilitation of paper works and reduction in unnecessary works. Attached is a copy of draft memorandum of agreement for your approval.

For your consideration and final disposition, sir.

MARY ANN A. MORENO

 **CANORECO**  
CAMARINES NORTE ELECTRIC COOPERATIVE, INC.  
Jos. P. Rizal St., Daet, Camarines Norte  
HOTLINE: (054) 40-0771, (054) 571-3717, (054) 211-4180/0995-199-0661  
Email Add: [canoreco\\_197505@yahoo.com](mailto:canoreco_197505@yahoo.com)

**OGM's ROUTING/ENDORSEMENT SLIP**

ISSUED TO:

I.S.D.	<input checked="" type="checkbox"/>	FSD	<input type="checkbox"/>	T.S.D.	<input type="checkbox"/>
C.S.D.	<input type="checkbox"/>	AREA 1	<input type="checkbox"/>	IAO	<input type="checkbox"/>
AREA 2	<input type="checkbox"/>	SEU	<input type="checkbox"/>	Others	<input type="checkbox"/>
AREA 3	<input type="checkbox"/>				

RECEIVED  
BY: *[Signature]*  
DATE/TIME: 08/22/22  
3:05 pm

**MARKED BOX IS REQUESTED/ADVISED**

<input type="checkbox"/> For Action	<input type="checkbox"/> For INSPECTION
<input type="checkbox"/> For COMMENT/RECOMMENDATION	<input type="checkbox"/> For INFO/REF.
<input type="checkbox"/> Please attend/represent	<input type="checkbox"/> For FILE

ADDITIONAL REMARKS

*[Handwritten signature]*



# MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into by and between:

\_\_\_\_\_, a company duly registered in accordance with the Philippine laws, with postal address at \_\_\_\_\_, Daet, Camarines Norte, herein represented by its Proprietor, \_\_\_\_\_, hereinafter referred to as **FIRST PARTY**; and

**CAMARINES NORTE ELECTRIC COOPERATIVE, INC. (CANORECO)**, a cooperative organized and existing under Philippine laws, with principal office address at CANORECO Main Office, Hotel Megastar, Barangay Itomang, Talisay, Camarines Norte, herein represented by its Board President, **MARCIAL P. FERRER** and General Manager, **ZANDRO R. GESTIADA**, hereinafter called **SECOND PARTY**

## WITNESSETH THAT:

The **SECOND PARTY** desires to acquire the services of service provider for the maintenance and repair services of all airconditioning unit in all offices, service centers and substations owned by the **SECOND PARTY** based on the schedule of maintenance provided by the ISD-General Services Division;

The **FIRST PARTY** binds itself to perform maintenance, repair and services including but not limited to the following;

- ✓ Inspect unit wirings, clean condenser coils, contacts and relays;
- ✓ Check refrigerant charge and calibrate thermostat;
- ✓ Inspect and test all controls;
- ✓ Replace air filters at least every ninety (90) days; and
- ✓ Make and submit recommendations for repair or parts replacement

The Parties mutually agreed to execute this **MEMORANDUM OF AGREEMENT** subject to hereunder stipulated terms and conditions;

1. Upon signing of this agreement, approval of the submitted rate and endorsement of schedule of aircon unit maintenance, the **FIRST PARTY** is expected to facilitate scheduled repair and maintenance of all airconditioning unit installed in the offices, service centers and substations owned by **SECOND PARTY** based on below approved standard rates;

- ✓ Window Type - Php \_\_\_\_\_
- ✓ Split Type - Php \_\_\_\_\_
- ✓ Floor Standing Type - Php \_\_\_\_\_





2. For airconditioning units which require repair and parts replacement, the **FIRST PARTY** shall be required to submit recommendations for immediate repair and parts replacement. Once the recommendation has been approved by the **SECOND PARTY**, the **FIRST PARTY** shall proceed with the repair and parts replacement;
3. The **FIRST PARTY** shall submit separate billing statement for the conducted repair and parts replacement to the **SECOND PARTY**;
4. The **FIRST PARTY** shall submit monthly billing statement to the **SECOND PARTY** during the first week of the following month;
5. The **SECOND PARTY** shall pay each monthly statement of account immediately after the receipt of such statement of account;
6. All statement of accounts issued by the **FIRST PARTY** shall be deemed correct unless **SECOND PARTY** gives notice or advice regarding discrepancies in the said statement within a period of ten (10) working days after the receipt thereof. All disputed billings shall be segregated from succeeding statements and shall be for immediate reconciliation and settlement;
7. Notice regarding any change in the address of the **SECOND PARTY**, or authorized signatories, additional offices/service centers and the like shall be forwarded immediately at least ten (10) days before these are effected. Failure by the **SECOND PARTY**, to inform the **FIRST PARTY** of these changes shall exempt the latter from any liability which may arise from possible inaccuracies in its issued billings;
8. Upon approval of this agreement, **SECOND PARTY** shall provide **FIRST PARTY** with an official list of service centers, offices and substations and schedule of maintenance of all airconditioning unit. It is the task of the **SECOND PARTY** through the **ISD-General Services Division** to ascertain that maintenance of airconditioning unit are facilitated based on the provided schedule of maintenance. Also, the **ISD-GSD** shall be the one to coordinate with the concerned department or area office relative to the aircon maintenance and repair to be conducted;
9. The **SECOND PARTY** shall facilitate accomplishment of Performance Evaluation for the **FIRST PARTY** based on the service provider's actual performance based on what is stipulated in the Quality Management System being implemented by the **SECOND PARTY**;
10. Initial Contract for one (1) year subject for renewal based on the observations/comments of the General Services Division and other concerned units.

This agreement shall remain in full force and effect for a period of **one (1) year commencing September 01, 2022 and ending August 31, 2022**, unless sooner revoked, cancelled or terminated at the election of either party. Termination of this Contract shall become effective only upon due notice to the other party prior the termination date.

IN WITNESS WHEREOF, the parties hereto, through their respective and duly authorized representatives, have hereunto signed this Agreement this day \_\_\_\_\_, \_\_\_\_\_ at Daet, Camarines Norte.

**FIRST PARTY**  
By:  
  
\_\_\_\_\_  
Proprietor

**SECOND PARTY**  
By:  
  
**MARCIAL P. FERRER**  
Board President



ZANDRO R. GESTIADA  
General Manager

WITNESS:

VICTOR B. SOLANO, JR., GSD

**ACKNOWLEDGEMENT**

Republic of the Philippines )  
Province of Camarines Norte ) S.S  
Municipality of DAET )

Before me in Daet, Camarines Norte, this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared the following:

NAME	CTC/LICENSE/ISSUED AT/ISSUED ON
MARCIAL P. FERRER	_____
ZANDRO R. GESTIADA	_____
_____	_____

All known to me to be same persons who executed the foregoing instrument and acknowledge to me that the same is their free act and voluntary deed of the entities they respectfully represent,

WITNESS MY HAND AND SEAL

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2022

**NOTARY PUBLIC**

