

**BIDS AND AWARDS COMMITTEE
 INVITATION TO SEALED BID**

(March 28, 2023)

ITB No. 2022-06

The Iloilo II Electric Cooperative, Inc. (ILECO II), through its Bids and Awards Committee (BAC), invites interested dealers and suppliers to participate in the bidding for the following:

Particular	Approved Budget for the Contract (ABC) (VAT inclusive)	Bid Document Fee (Non-Refundable)
Supply, delivery, installation and commissioning of 2 units server with one (1) unit 21' monitor and 3KVA UPS for ILECO II	Php 1,480,000.00	None

Source of Fund: 2023 Cash General Fund

1. Schedule of bidding activities are as follows:

Activities	Schedule
Invitation to Sealed Bid	March 28, 2023
Deadline of Submission and Receipt of Bids	April 12, 2023 1:00 PM ILECO II HQ Site, Brgy. Cau-ayan, Pototan, Iloilo
Opening of Bids	April 12, 2023 1:30 PM
Evaluation of Bids	April 13-14, 2023
Delivery Period	Thirty Five (35) days upon receipt of Purchase Order

2. Eligibility Checklist Requirements : Class "A" Documents (a - g)

- a. Company Profile
- b. DTI business name registration/ SEC registration certificate, whichever is appropriate under the laws of the Philippines;
- c. Valid and current Mayor's permit/ Municipal License;
- d. Tax payer's Identification Number;
- e. BIR Certificate of Registration (BIR Form 2303);
- f. Certificate that the supplier/contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperative;
- g. Compliance with EO #398
 - ✓ Proof of VAT payments for the last two quarters of 2022
 - ✓ Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the government

- h. Certificate of Accreditation may be submitted in lieu of Class “A” documents
- i. On-going, completed or awarded contract not yet started within the relevant period specifying the following:
 - ✓ Name of Contract
 - ✓ Date of Contract
 - ✓ Amount of contract and the value of outstanding contract
 - ✓ Date of delivery and
 - ✓ End-user’s acceptance if completed
- j. Omnibus Sworn Statement (Annex D)
- k. Warranty
- l. Details of Technical Specification
- m. Annex “A”
- n. Financial Bid

3. **Instructions**

1. Any bid proposal above the ABC shall be automatically disqualified.
2. Physical presence of the bidders during the opening of bids is optional. Bidders may attend the opening of bids through virtual conferencing via Zoom Meeting.
3. Bids must be duly received by the BAC Secretariat through manual or courier submission at the office address indicated below on or before **April 12, 2023 1:00 PM.**
4. Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder’s name, its representative and the time the late bid was submitted.
5. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity.
6. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to **Five (5) percent** of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	

7. Performance security shall be returned within 15-30 calendar days subject to the following conditions:

- ✓ No pending claims against the supplier.
- ✓ After issuance of Certificate of Acceptance of Corporate Planning, Information Technology and Energy Trading Services Department

8. For further inquiries you may refer to;

Bids and Awards Committee

Ms. Mary Lynette S. Sortigosa, BAC Secretariat

Mobile number 0905-242-3873

Tel No. (033) 529-8063 loc.11

Fax No. (033) 529-8981

Email: ileco2bac@yahoo.com

Website: www.ileco2.com

4. Terms of Payment

The PURCHASER (ILECO II) payments to SUPPLIER shall be as follows:

- a. Payment shall be made One Hundred (100%) of the contract price within fifteen (15) days after successful installation and commissioning and issuance of Certificate of Completion.

5. Warranty

Server warranty: FREE 3-years for parts, 3-years for labor, 3-years online support with next business response.

6. Delivery Schedule

- a. Supplier shall complete the Works required under the schedule of deliveries within the period of delivery schedule from receipts of the Purchase Order/ Notice to Proceed.
- b. Must be delivered, installed and commissioned within Thirty Five (35) calendar days which should start upon receipt of Purchase Order/ Notice to Proceed.

- c. If the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Purchaser shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. When the liquidated damages exceed 10% of the contract amount, the same may be considered as ground for termination of the contract without prejudice to the other courses of action and remedies to be undertaken.
- d. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- e. "*Force Majeure*" shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier.
- f. If a *force majeure* situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- g. Purchaser shall have the exclusive option of granting a request for extension and determining the extension period to be allowed in favor of the Supplier to compensate for the lost time.

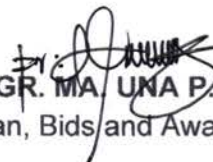
7. Technical Specification/ Scope of Works

Two (2) Server Unit Specification	
Specification:	Details:
Processor:	At least Intel Xeon (most recent version)
Memory:	At least 128GB
Storage:	At least 8TB HDD
Network Controller:	At least 4 ports
Operating System:	Windows Server Standard 2022 64Bit (most recent version)
Storage Controller:	Can support SAS/SATA
Warranty:	At least 3 years
Monitor:	At least 21' with console KVM Switch
UPS:	At least 3KVA

- The Supplier shall supply, deliver, install and commission the two (2) units server with at least 21' monitor with console KVM Switch and at least 3KVA uninterruptible power supply (UPS).
- The point of delivery and installation shall be at ILECO II Head Quarter Site, Brgy. Cauayan, Pototan, Iloilo

7.1 Technical Support:

- Supplier shall provide local technical support, training & consultancy consisting of:
 - ✓ 8:00 AM to 6:00 PM, 5 days a week off-site support via phone, SMS text & email only. The supplier shall submit the name, email address and other contact details of their technical support.


ENGR. MA. UNA P. PADILLA
Chairman, Bids and Awards Committee

Bidding Forms

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____
(Name of Affiant) (Civil Status)
_____ and residing at _____
(Nationality) (Address of Affiant)
with Law, do hereby depose and state that:

1. Select one, delete the other:

a. If a sole proprietorship:

I am the sole proprietor of _____ with office
(Name of Bidder)
address at _____;
(Address of Bidder)

b. If a partnership, corporation, cooperative, or joint venture:

I am the duly authorized and designated representative of _____
(Name of Bidder)
with office address at _____;
(Address of Bidder)

2. Select one, delete the other:

a. If a sole proprietorship:

As the owner and sole proprietor or authorized representative of _____
(Name of Bidder)

I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign in the bidding for _____
(Name of Project)
of the _____;
(Name of the Procuring Entity)

(Attached duly notarized "Special Power of Attorney" for the authorized representative)

b. If a partnership, corporation, cooperative, or joint venture;

I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ in the
(Name of Bidder)

bidding as shown in the attached _____

(State title of attached document showing proof of authorization e.g. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture);

3. _____ is not "blacklisted" or barred from bidding by the
(Name of Bidder)
Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, or Electric Cooperatives, foreign government/ foreign or international financing institution

whose blacklisting rules have been recognized by the Government Procurement Policy Board, or Electric Cooperatives.

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. _____ is authorizing the Head of the Procuring
(Name of Bidder)
Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

a. If a sole proprietorship:

I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

b. If a partnership or cooperative:

None of the officers and members of _____
(Name of Bidder)

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

c. If a corporation or joint venture:

None of the officers, directors, and controlling stockholders of _____
(Name of Bidder)

is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC) the Technical Working Group, and the BAC Secretariat, the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____ complies with existing labor laws and standards;
(Name of Bidder)

8. _____ is aware of and has undertaken the following
(Name of Bidder)

Responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/ Bid Bulletin (s) issued for the _____
(Name of Project)

9. _____ did not give or pay directly or
(Name of Bidder)

indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the Electric Cooperative in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ 2023 at the City of _____, Philippines

Affiant

SUBSCRIBED AND SWORN to before me this _____ at the City of _____, the affiant exhibited to me (any of the following: Passport, Driver's License, TIN & SSS ID with picture) No/s. _____ and valid until _____.

NOTARY PUBLIC
UNTIL _____
PTR.NO. _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series 20 _____

Financial Bid Form

Date:

To: Iloilo II Electric Cooperative, Inc. (ILECO II)
Bids and Awards Committee
Brgy. Cau-ayan, Pototan, Iloilo

Gentlemen and/or Ladies:

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply, delivery, installation and commissioning of 2 units server with one (1) unit 21' monitor and 3KVA UPS for Iloilo II Electric Cooperative, Inc. in conformity with the said Bidding Documents.

Lot No./ Item No	Description	Quantity	Total Price
1	Supply, delivery, installation and commissioning of 2 units server with one (1) unit 21' monitor and 3KVA UPS for ILECO II	1 Lot	

Total Bid Price in Words:

[total Bid amount in words and figures for any or all lots/item]

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **bidding documents** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding to us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements of the Bidding Documents.

Dated this _____ day of _____ 2023.

*[signature over printed name of the
authorized representative]*

*(in the capacity of/designation of
authorized representative]*

Duly authorized to sign Bid for and on behalf of _____
[Registered Company/Business Name of the Bidder]

Address: _____

Telephone No.: _____

Fax No.: _____

Email address: _____

Bidder's Letterhead

Notices, Motions for Reconsideration, Awards, Contract/Agreement and Notice to Proceed

All notices, requests and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given if delivered personally, sent by telefax or mailed first class, airmail, emailed, registered or certified as follows:

For the Bidders:

Address : _____

Attention : _____

Telephone No.: _____

Fax No.: _____

Email address: _____

Conforme:

Authorized Representative

**Notices, Motions for Reconsideration, Awards, Contract/Agreement and Notice to Proceed**

All notices, requests and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given if delivered personally, sent by telefax or mailed first class, airmail, emailed, registered or certified as follows:

ILECO II :

Address: **Cau-ayan, Pototan
Iloilo 5008
Philippines**

Attention: **Rocky P. Decolongon
President, Board of Director**

Attention: **Jose Redmond Eric S. Roquios
General Manager**

BAC:

Attention: **Ma. Una P. Padilla
Chairman, Bids and Awards Committee**

Telephone No.: **(033) 529-8063**

Fax No.: **(033) 529-8981**

Email address: **ileco2bac@yahoo.com**

TECHNICAL DOCUMENTS (Sample Form)

The BAC Chairman
 Iloilo II Electric Cooperative, Inc (ILECO II)
 Pototan, Iloilo

List of all Ongoing Government & Private contracts including contracts awarded but not yet started

Name of Contract / Project	Owner's Name/ Address/ Contact Number	Contract Price	Date Project Started/ Notice to Proceed	Percentage of Completion	Expected Date of Completion	Value of Outstanding Works/ Undelivered Portion
					Total Cost	Php -

Business/ Bidder's Name: : _____
 Business Address: : _____

 Submitted by : _____
 (Printed Name of Authorized Representative & Signature)
 Designation : _____
 Date : _____

Instructions:

- a) Please attach Notice of Award and/or Purchase Order; and
- b) This document shall be submitted by all bidders as form of the technical requirements in the first envelope.

TECHNICAL DOCUMENTS (Sample Form)

The BAC Chairman

Iloilo II Electric Cooperative, Inc (ILECO II)
Pototan, Iloilo

Statement of all Completed Government & private contracts which are similar to the Contract to be Bid

Name of Contract / Project	Owner's Name/ Address/ Contact Number	Contract Price	Date Project Started/ Notice to Proceed	Date Project Completed	Duration of Contract

Business/ Bidder's Name: : _____
 Business Address: : _____

 Submitted by : _____
 (Printed Name of Authorized Representative & Signature)
 Designation : _____
 Date : _____

Instructions:

- a) The prospective bidder must have contract similar to the contract to be bid for the last five (5) years from date of bid submissions;
- b) The bidder must attach Certificate of Complete delivery or End User's Acceptance or Official Receipt (s) for the completed projects; and
- c) This documents shall be submitted by all bidders as form part of the technical requirements in the first envelope.

TECHNICAL DOCUMENTS (Sample Form)

The BAC Chairman

Iloilo II Electric Cooperative, Inc (ILECO II)
Pototan, Iloilo

Statement of all Completed Government & private contracts which are similar to the Contract to be Bid

Name of Contract / Project	Owner's Name/ Address/ Contact Number	Contract Price	Date Project Started/ Notice to Proceed	Date Project Completed	Duration of Contract

Business/ Bidder's Name: : _____
 Business Address: : _____

 Submitted by : _____
 (Printed Name of Authorized Representative & Signature)
 Designation : _____
 Date : _____

Instructions:

- a) The prospective bidder must have contract similar to the contract to be bid for the last five (5) years from date of bid submissions;
- b) The bidder must attach Certificate of Complete delivery or End User's Acceptance or Official Receipt (s) for the completed projects; and
- c) This documents shall be submitted by all bidders as form part of the technical requirements in the first envelope.