

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

(March 29, 2023)

ITB No. 2023-07

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:

Supply and Delivery of Meals and Snacks for the 43rd Annual General Membership Assembly (AGMA)

Particular	Quantity	Approved Budget for the Contract (ABC) (VAT inclusive)
Lot 1 - Meals	6,000 pcs.	Php 720,000.00
Lot 2 - Snacks	6,000 pcs.	Php 540,000.00

Source of Fund: 2023 Cash General Fund

1. Schedule of bidding activities are as follows:

Activities	Schedule
Invitation to Sealed Bid	March 29, 2023
Deadline of Submission and Receipt of Bids	April 3, 2023 8:15 AM ILECO II HQ Site, Brgy. Cau-ayan, Pototan, Iloilo
Opening of Bids	April 3, 2023 8:30 AM
Evaluation of Bids	April 3, 2023
Delivery Period	April 15, 2023

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

- 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 payment 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. 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
- i. Certificate of Accreditation may be submitted in lieu of Class "A" documents
- j. Details of Bid Offer
- k. 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 03, 2023 8:15 AM.**
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. 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:

Payment shall be Ninety percent (90%) of the total contract price within 3 calendar days prior to the delivery period and the remaining ten percent (10%) will be paid one day after the actual delivery.

5. Delivery Schedule

- a. Must be fully delivered on April 15, 2023 at ILECO II HQ Site, Brgy. Cau-ayan, Pototan, Iloilo.

6. Requirements

a. Meals:

Must be inclusive of the following:

- 1 pc. regular sized chicken
- 2 cups of rice
- 1 ketchup

- It must be packed in a styro/paper meal box (with spoon and fork; no drinks)

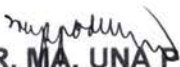
b. Snacks:

Bidders may offer the following options:

- ✓ *1 burger and 1 chicken sandwich*
- ✓ *1 burger + 1 fruit pie / chicken pie*
- ✓ *1 cake slice + 1 fruit pie + 1 chicken/asado roll + 1 tuna roll*

- Must be packed individually (without drinks)
- Not easily spoiled

The point of delivery for both meals and snacks shall be at ILECO II Head Quarter Site, Brgy. Cau-ayan, Pototan, Iloilo.


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

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 and Delivery of Meals and Snacks for the 43rd Annual General Membership Assembly (AGMA) for Iloilo II Electric Cooperative, Inc. in conformity with the said Bidding Documents.

Lot No.	Description	Bid Price
1	Meals	
2	Snacks	

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: _____

Price Schedule for Goods Offered

Company/Business Name of the Bidder: _____

1	2	3	4	5
Item No.	Description	Quantity	Unit price	Total Bid Cost
Lot 1 - Meals				
Total bid price – Php				
Lot 2- Snacks				
Total bid price – Php				

Submitted by _____

(Printed Name & Signature)

Designation _____

Date _____

**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

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.

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

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 (Printed Name of Authorized Representative & Signature)
 Designation : _____
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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.