



# ISELCO-I

ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

## INVITATION TO BID Simplified Bidding No. 08 Series of 2023


Pursuant to National Electrification Administration (NEA) Memorandum No. 2017-019, otherwise known as the "Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)," the Isabela-I Electric Cooperative, Inc. (ISELCO-I), through its duly constituted Bids and Awards Committee (BAC), now invites interested bidders to participate and submit bid proposals relative to the procurement of comprehensive vehicle insurance coverage for the twenty-two (22) vehicles owned and registered under its name.

1. For your reference, attached herewith as Annex "A" in series and made an integral part hereof, is the "Terms of Reference" (TOR) relative to the above-mentioned project.
2. Bidding will be conducted through simplified bidding procedures (sealed canvass) as specified in the Alternative Modes of Procurement in the NEA Memorandum 2017-019, otherwise known as the "Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).
3. Bid proposals must be VAT inclusive, and the same must be submitted personally or via courier to the BAC Secretariat at the address given below on or before 16 May 2023 until 5:00 PM. Bid proposals must be placed in a sealed envelope. Late bids shall not be accepted.
4. Bid Opening shall be conducted on 17 May 2023, 09:00 A.M, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
5. The Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any and all bids, to award in whole or in part, declare a failure of bidding, or not to award the contract without disclosing any reason, to waive minor defects or infirmities therein, and to accept such bids as may be deemed advantageous to ISELCO-I.
6. For further information, please refer to:

**Ms. Precious Ann Oria**  
BAC Secretariat  
Isabela-I Electric Cooperative, Inc.  
Victoria, Alicia, Isabela  
Contact Number: 0917-707-2676

or

**Christine M. Sinagose-Bernabe**  
BAC Secretariat  
Isabela-I Electric Cooperative, Inc.  
Victoria, Alicia, Isabela  
Contact Number: 0955-376-6552

  
ENGR. ROGER B. JOSE, MEE  
BAC Chairman



## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF COMPREHENSIVE INSURANCE COVERAGE FOR THE TWENTY-TWO (22) VEHICLES OWNED AND REGISTERED UNDER THE NAME OF ISABELA-I ELECTRIC COOPERATIVE, INC.

#### I. PROJECT DESCRIPTION

Provision for and Delivery of Comprehensive Vehicle Insurance Coverage for the twenty-two (22) vehicles of the Isabela-I Electric Cooperative, Inc. (ISELCO-I).

#### I. PURPOSE

The ISABELA-I ELECTRIC COOPERATIVE, INC. (ISELCO-I) desires to engage the services of an INSURANCE COMPANY for the provision of comprehensive insurance coverage for its twenty-two (22) vehicles, more particularly described as follows:

No.	Unit	Plate Number	Unit Cost
1	2017 Toyota Innova 2.8E DSL A/T	BAA 1190	1,232,700.00
2	2017 Toyota Innova 2.8E DSL A/T	BAA 1191	1,232,700.00
3	2017 Ford Ranger DBL 2.2L PUMA4x2 Wildtrak A/T	BAA 3992	1,415,000.00
4	2016 Toyota Innova E DSL M/T	BCL 6136	1,152,700.00
5	2017 Toyota Innova 2.8E DSL A/T	BAA 1196	1,232,700.00
6	2016 Toyota Hilux 2.4L 4x2	BBZ 3026	929,000.00
7	2017 Ford Ranger 2.2L 4x2 XLS M/T	BAA 1705	1,029,000.00
8	2017 Toyota Fortuner 4x2 2.4L DSL A/T	BCL 6137	1,748,200.00
9	2017 Toyota Innova 2.8E DSL A/T	BAA 1189	1,232,700.00
10	2016 Hyundai Grand Starex 2.5 CRDI GLS (DSL-Swivel)	BAA 1638	1,948,000.00
11	2016 Toyota Hilux 2.4L 4x2	BBZ 2799	929,000.00
12	Boom Truck	NES 6634	5,350,000.00
13	Boom Truck	NES 6633	5,350,000.00
14	Boom Truck	NFH 4684	5,350,000.00
15	Boom Truck	NFH 4698	5,350,000.00
16	Boom Truck	NFH 4700	5,350,000.00
17	Boom Truck	NFH 4699	5,350,000.00
18	Manlift	NEF 7240	4,287,756.81
19	Manlift	NEF 9624	4,287,756.81
20	Hino 10-Wheeler	NEF 5918	8,197,500.00
21	Hino 10-Wheeler	NEF 5915	8,197,500.00
22	2020 Mitsubishi Montero Sport 4x2 AT	BAE 3277	1,998,000.00

#### II. PERIOD OF COVERAGE

The comprehensive insurance policy shall provide one (1) year of coverage to each of the above-described twenty-two (22) vehicles of ISELCO-I.

#### III. MODE OF PROCUREMENT

The mode of procurement is Simplified Bidding (Sealed Canvass).

#### IV. SOURCE OF FUND; APPROVED BUDGET FOR THE CONTRACT

1. The Fund for this engagement shall be sourced from the General Fund.
2. The ABC for the project is **One Million Eight Hundred Sixty Thousand Pesos (PHP 1,860,000.00)** inclusive of VAT.

#### V. SCOPE

The comprehensive insurance policy shall provide coverage for the following perils:

- a) Own Damage;
- b) Theft;
- c) Compulsory Third Party Liability;
- d) Acts of God;
- e) Excess Bodily Injury;
- f) 3rd Party Property Damage;
- g) Unnamed Passengers & Personal Accident;
- h) Loss of Use Cover; and
- i) Roadside Assistance.

#### VI. DELIVERY PERIOD

The winning bidder shall deliver to ISELCO-I the comprehensive insurance policy covering the twenty-two (22) vehicles of the Cooperative **one (1) day** from receipt of the Purchase Order.

#### VII. PREMIUM PAYMENT TERMS

ISELCO-I shall pay the premium as stated in the policy schedule of the winning bidder **thirty (30) days** from receipt of the Policy.

#### VIII. CLAIMS PROCESS

In the event of a loss or damage covered under the comprehensive insurance policy, ISELCO-I must notify the insurer immediately and provide all the necessary documentation. The insurer shall investigate the claim and make a decision on the amount payable within a reasonable time frame.

#### IX. OTHER TERMS AND CONDITIONS

The comprehensive insurance policy may be cancelled by ISELCO-I at any time by providing written notice to the insurer. The insurer reserves the right to cancel the policy in the event of non-payment of premiums or misrepresentation of information by ISELCO-I.

#### X. LIQUIDATED DAMAGES

- a) Where the insurer refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted, and is thereby in default under the contract, the insurer shall pay ISELCO-I for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the ISELCO-I may rescind or terminate the contract,

without prejudice to other courses of action and remedies available under the circumstances.

- b) For entitlement to such liquidated damages, ISELCO-I need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due the insurer under the Contract.

**XI. FORCE MAJEURE**

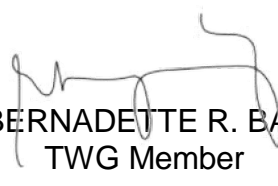
If a force majeure situation arises, the insurer shall promptly notify ISELCO-I in writing of such condition and the cause thereof. Unless otherwise directed by ISELCO-I in writing, the insurer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure.

**XII. RESERVATION CLAUSE**

The Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any and all bids, to award in whole or in part, declare a failure of bidding, or not to award the contract without disclosing any reason, to waive minor defects or infirmities therein, and to accept such bids as may be deemed advantageous to ISELCO-I.

Prepared by:

  
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