

**BIDS AND AWARDS COMMITTEE
INVITATION TO SEALED BID
(September 11, 2023)
ITB No. 2023-15**

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:

Supply and Delivery of 2024 ILECO II Calendar

Particular	Quantity	Approved Budget for the Contract (ABC) (VAT inclusive)
Giant Calendar	3,700 pcs.	Php 500,000.00
Little Giant Calendar	4,000 pcs.	
Poster Calendar	4,000 pcs.	

Source of Fund: Cash General Fund

1. Schedule of bidding activities are as follows:

Activities	Schedule
Invitation to Sealed Bid	September 11, 2023
Deadline of Submission and Receipt of Bids	September 19, 2023, 9:00 A.M. ILECO II HQ Site, Brgy. Cau-ayan, Pototan, Iloilo
Opening of Bids	September 19, 2023, 9:30 A.M.
Evaluation of Bids	September 19-20, 2023
Delivery Period	Must be fully delivered within sixty (60) calendar days from receipt of the Purchase Order (PO).

2. Documents that must be submitted by the Bidder during Opening of Bids:

2.1. Certificate of Accreditation from ILECO II.

2.2. Details of Bid Offer

Please see attached form marked as ANNEX "A"

2.3. Financial Bid – Total Bid offer of the supplier in words and in figure. Attached form marked as ANNEX “B”.

2.4 Warranty Upon Delivery

Please see attached form marked as ANNEX “C”

Instructions

1. Any bid proposal above the ABC shall be automatically declared 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 **September 19, 2023, 9:00 A.M.**
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 the bid submission and opening, the Bidder’s name, its representative, and the time the late bid was submitted.
5. For inquiry you may refer to:
Bids and Awards Committee (BAC)
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.ph

3. Delivery Schedule


Must be fully delivered within sixty (60) days from receipt of PO.

4. Terms of Payment

ILECO II shall pay the Supplier 100% upon full delivery of all coop. calendars.

5. Penalty

A liquidated damages of 1/10 of 1% shall be imposed for every day of delay.


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



(Bidder's Letterhead)

Annex "A"

Details of Bid Offer. Kindly put check (/) for complied and (x) for not complied.

Make, Quantity, Design and Waiver

Particular	Complied	Not Complied	Remarks
GIANT CALENDAR Size: 22x34 Material: Whitebond Ink Color: Colorsep Quantity: 3,700 copies			
LITTLE GIANT CALENDAR Size: 17x22 Material: Whitebond Ink Color: Colorsep Quantity: 4,000 copies			
POSTER CALENDAR Size: 18x24" Material: Kromecoate #189 Ink Color: Colorsep Quantity: 4,000 copies			
DESIGN/LAYOUT Triple "A" Mega Large EC from 2012 to 2023, Awards, Pictures of ILECO II Board of Directors, Scheduled of Read and Bill Due Dates, and Hotline Numbers. (To secure the softcopy to Ms. Janice P. Bolivar, Officer-CER/ISD)			Submit design/layout during Opening of Bids

The undersigned authorized representative hereby attest that _____ and the creator of the design/layout relinquished their right over the said design in favor of ILECO II. Hence, ILECO II may/may not use, improve/enhance/edit the design for their calendar.

(Printed Company Name/Authorized Representative Over Signature)

(Bidder's Letterhead)

Annex "B"

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 ILECO II 2024 Calendar for Iloilo II Electric Cooperative, Inc. in conformity with the said Bidding Documents.

Lot No.	Quantity	Description	Bid Price
1	3,700 copies	Giant Calendar	
	4,000 copies	Little Giant Calendar	
	4,000 copies	Poster Calendar	
TOTAL			

Total Bid Price in Words:

[Total Bid Amount in words and in figures for any or all lots/item]

We undertake, if our Bid is accepted, to deliver the items within 60 days from receipt of P.O.

If our Bid is accepted, we undertake to provide a performance security of 5% of the ABC.

We agree to abide by this Bid for the Bid Validity Period of One Hundred Twenty (120) days 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 requirements of the Bidding Documents.

Done 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)

Annex "C"

Warranty Upon Delivery

The Company (printing press) hereby warrant that all Calendars delivered to ILECO II are in conformity with the final layout approved by ILECO II. Any diversion on what was approved by ILECO II will require us (the company) to correct, reprint and deliver within a reasonable time the ILECO II approved calendar. Also, the Coop. is allowed not to receive the calendars (w/diversion) as well as not to pay the agreed amount without prejudice to the filing of case and the demand for damages if there is any.

(Printed Company Name/Authorized Representative Over Signature)