

**INVITATION TO BID**  
**ITB 25-23**

Date: October 3, 2023

The ISECO through its Bids and Awards Committee (BAC) hereby invites Suppliers to offer sealed quotation for the following project through Alternative Mode of Procurement-Simplified Bidding (Sealed Canvass) in accordance with Section VI.A. of NEA Memorandum 2017-019 or the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).

<i>PROJECT TITLE</i>	AGMA MATERIALS 2023
<i>APPROVED BUDGET OF THE CONTRACT</i>	P1, 752,000.00 - LOT 1 (calendars, raffle coupon, annual book) P1, 940,000.00 - LOT 2 (t-shirt and eco bag)
<i>DELIVERY PERIOD</i>	November 21, 2023
<i>DELIVERY PLACE</i>	Santiago, Ilocos Sur
<i>SOURCE OF FUND</i>	General Fund
<i>DEADLINE OF SUBMISSION OF SEALED QUOTATION</i>	October 9, 2023 @ 9:00 A.M.
<i>OPENING OF SEALED QUOTATION</i>	October 9, 2023 @ 9:30 A.M.

**General Conditions:**

1. The Price Quotation shall be in the BAC prescribed Price Quotation Form and be submitted in a sealed envelope to the Bids and Awards Committee (BAC) through its BAC Secretary, not later than the close of office hours at the date specified hereof at which place and date the quotations shall be opened.
2. Price Quotations shall not be considered unless properly signed by the interested bidder or his/her duly authorized representative. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or duly authorized representative/s.
3. Online submission of Price Quotation is allowed and shall be sent to **materialsbitting2023@gmail.com** using the prescribed price quotation form. File submission shall be password protected and the password shall only be provided to the BAC Secretary upon opening of quotation. Quotation sent without password protection shall not be honored. For those who want to personally witness the opening of bids, you are welcome but you should give an advance notice to the BAC Secretary for budget purpose.
4. The quotation shall not be opened if during the opening of bids, the bidder is not yet accredited with ISECO.
5. Price quotation shall be in Philippine peso and shall include all related expenses and obligations, including VAT (if VAT registered), taxes, duties, and or/levies payable in accordance with relevant conditions, rules, regulations and specifications prescribed by ISECO.
6. Price Quotations above the Approved Budget of the Contract (ABC) shall be outrightly rejected.
7. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions (bid documents) as determined during the post-qualification procedure.
8. ISECO shall have the right to inspect the goods to confirm their conformity with the prescribed technical specifications.
9. Should two (2) or more Suppliers be determined and declared as the Lowest Calculated and Responsive Quotation (LCRQ), ISECO shall adopt a non-discretionary tie-breaking method.

10. ISECO will notify the winning quotation through the issuance of a Notice of Award. The Supplier with the LCRQ shall not construe the issuance of the Notice of Award as a binding agreement. The proper execution of a contract agreement and the issuance of a Purchase Order shall serve as the binding agreement. Upon acceptance, the Supplier shall be given a maximum of seven **(7) calendar days** to sign and submit the Contract. ISECO will not honor the Notice of Award issued in the event that the Supplier fails to comply within the specified time.
11. The winning bidder, upon award of contract, shall post a performance security in an amount equal to 5% of the contract price in the form of cash, Cashier's check or Manager's check or in the form of bank draft / guarantee or irrevocable letter of credit issued by a universal or commercial bank equivalent to 5% of the contract price.
12. All Price Quotations shall carry a validity period of at least **Sixty (60) calendar days** from the date of opening of quotations.
13. Payment shall be processed after delivery, inspection and upon the submission of the required supporting documents in accordance with the existing accounting and auditing rules and regulations of ISECO. Please note that the corresponding bank transfer fee, if any, shall be to the Supplier's account.
14. Liquidated damages equivalent to one tenth (1/10) of one percent (0.1%) of the cost of the undelivered goods, shall be imposed for every day of delay. ISECO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to be undertaken.
15. ISECO reserves the right to reject any or all quotations, declare a failure of bidding, without offering any reason, waive any defect therein and make an award to the bidder whose quotation is the most advantageous to the Cooperative. ISECO likewise assumes no obligation for whatever losses that may be incurred by the bidder in the preparation of quotations nor does it guarantee that the award shall be made.
16. Only accredited suppliers' bids will be opened during the opening of bids. Submit your accreditation requirements until Friday, October 6, 2023 at 5:00 P.M. Submit the soft copy of your accreditation requirements at [pbac\\_iseco@yahoo.com](mailto:pbac_iseco@yahoo.com) but make sure to submit the hard copy of your accreditation documents during the bid opening.

Interested Suppliers may coordinate with the Bids and Awards Committee Secretary at 09178141933 or [pbac\\_iseco@yahoo.com](mailto:pbac_iseco@yahoo.com) for clarifications and additional information.

Price Quotation forms may be obtained from Monday to Friday, 8:00AM to 5:00PM from the BAC Secretary Ms. Nerissa Mendoza at ISECO Main Office, Bigbiga, Santiago, Ilocos Sur.

(sgd.) JULIUS CAESAR BANEZ  
BAC Chairman