



CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)

Del Rosario, Naga City
Contact #: 09175141199 - Globe 09189918512 - Smart Tel # 205-2900

Invitation to Bid for Simplified Bidding

SB No. 2023-11-02

The CASURECO II ELECTRIC COOPERATIVE, INC. (CASURECO II) thru its Bids and Awards Committee invites eligible bidders to participate in the simplified bidding (sealed canvass) for goods/items/services as specified below:

PARTICULARS	ESTIMATED BUDGET COST	REFERENCE	
		RV No.	Date
Procurement of services to perform Special Audit of Accounts with Abnormal Balances	650,000.00	218158	July 4, 2023
Source of Fund: General Fund			

ACTIVITIES	SCHEDULE	VENUE
Advertisement/Publication	Tuesday, November 21, 2023	NEA Portal, CASURECO II Facebook Page and website
Submission of Sealed Quotation	Wednesday, November 29, 2023 until 5PM	CASURECO II Main Office
Bid Opening	Friday, December 1, 2023 9:00 AM	CASURECO II Main Office, Conference Room

Instruction to Eligible Bidders/Suppliers:

1. Submission of sealed quotation shall be made either by courier or hand carried by the supplier or his duly authorized representative with label "RV No. 218158" on or before the stated date addressed to:

CASURECO II Bids and Awards Committee
Secretariat CASURECO II Electric Cooperative,
Inc., Del Rosario, Naga City

2. All interested bidder must submit signed quotation with complete details of information on the Terms and Conditions as attached herein:

3. CASURECO II reserves the right to accept or reject any bid, declare failure of bidding, or choose not to award all bids, any time prior to the contract award, without incurring any liability to the affected bidder.

4. For further queries and concern, you can contact us with the following contact details; BAC CP No. 09277725181, landline no. 054-205-2900-2002 or you may send an e-mail at casureco2bac@yahoo.com


ENGR. MARY FRANCE D. MORALES
PBAC Chairman


ENGR. EDGARDO R. PIAMONTE
Acting General Manager



TERMS OF REFERENCE

Name of the Contract	:	Procurement of Services to Perform Special Audit of Accounts with Abnormal Balances
Source of Fund	:	General Fund
Approved Budget of the Contract (ABC)	:	PhP 650,000.00

1. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget of the Contract (ABC) is **SIX HUNDRED FIFTY THOUSAND PESOS (PHP 650,000.00)** inclusive of taxes, duties and delivered to CASURECO II Main Office, Brgy. Del Rosario, Naga City, Camarines Sur.

2. OBJECTIVE OF THE SPECIAL AUDIT

The objective of the special audit is to obtain reasonable assurance as to whether the amount with abnormal balances in financial statements are accurate, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework and in compliance with the laws and regulations.

3. TECHNICAL SPECIFICATION/ REQUIREMENTS

Description	Qty	Unit
1. Perform Special Audit of the following:		
1.1 Consumer Accounts Receivable – Energy (Naga Area)	1	Lot
1.2 Deferred Accounts – Debit/Credit	1	Lot
1.3 Reinvestment Account	1	Lot
1.4 PNB Escrow Account – Masinloc Power	1	Lot
1.5 Security Deposit – WESM	1	Lot
1.6 Tax Payable (Property Tax)	1	Lot
1.7 Other Accrued Liabilities	1	Lot
1.8 Accounts Receivable -Others	1	Lot
1.9 Problematic Consumers' Accounts	1	Lot
1.10 Power Purchase Masinloc	1	Lot
2. Submit Recommendations and Audit Report.	1	Lot

4. SCOPE OF WORKS

- a. The audit will be carried out in accordance with the Accounting and Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
- b. Express recommendation as to reasonableness of the financial statements in all material respects.
- c. Provide adjusting entries on the reconciled accounts.
- d. In addition to the special audit report, the auditors will prepare a Management Letter on the following:



- Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- Communicate matters that have come to their attention during the special audit which might have a significant impact on the sustainability of the organization.

5. QUALIFICATIONS

Qualifications of the Audit Firm

Eligibility Requirements:

- a. DTI Business name registration or SEC registration certificate;
- b. Mayor's/Business Permit (current and valid);
- c. Income/Business Tax Return;
- d. Certified Public Accountant (Photocopy of PRC License)
- e. Accreditations:
 - National Electrification Administration (NEA) Accredited
 - Securities and Exchange Commission (SEC) Accredited
- f. Omnibus Sworn Statement (duly notarized)

The Audit Firm must employ adequate staff with appropriate professional qualifications and suitable experience with IAS on Auditing, including experience in auditing the accounts of entities comparable in size and complexity to CASURECO II. The Audit Firm should have at least three (3) years of relevant experience, to be supported with a certificate of on-going and completed audit engagements.

6. DELIVERY PERIOD

Eighty (80) Calendar Days upon receipt of the Notice to Proceed (NTP).

7. TERMS OF PAYMENT

15 % upon receipt of approved Notice to Proceed

60 % upon receipt of report on 1.2 to 1.7 and 1.10

25 % upon submission of 1.1, 1.8 and 1.9, and issuance of Certificate of Completion from End-user

8. LIQUIDATED DAMAGES

- a. In the event that the Service Provider fails to satisfactorily deliver any or all of the goods and/or perform the services within the specified period(s) mentioned in the Agreement, inclusive of duly granted time extensions, if any, the Procuring Entity shall have the right, without prejudice to other remedies under the Agreement and applicable laws, to deduct from the Contract Price, as liquidated damages, one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for each day of delay until actual delivery or performance.



- b. If the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions in addition to the liquidated damages to be paid.

9. RESERVATION CLAUSE

The Camarines Sur II Electric Cooperative Inc. (CASURECO II) reserves the right to reject any quotations, annul the procurement process, and reject all quotations at any time without incurring any liability to the affected service provider.

ENGR. WENDYL P. BORROMEO
Chairman, TWG

ENGR. MARY FRANCE D. MORALES
Chairman & Presiding Officer, PBAC



Date : _____

Omnibus Sworn Statement

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

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:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **(the above-captioned materials/services)** of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II);

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 *[Name of Bidder]* in the bidding for **(the above-captioned materials/services)** ,of the



Camarines Sur II Electric Cooperative, Inc. (CASURECO II), 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. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
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. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

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, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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 head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and



8. *[Name of Bidder]* is aware of and has undertaken the following 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 documents 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 the Project]*, if any.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ (month) _____, (year) at the City of _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this (date) 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 (year)

CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)
Del Rosario, Naga City

BIDS AND AWARDS COMMITTEE

CHECKLIST OF REQUIREMENTS FOR BIDDERS

Checklist	Bidder 1	Bidder 2	Bidder 3	Bidder 4
DTI business name registration or SEC registration certificate				
Mayor's/Business Permit (current and valid)				
Income/Business Tax Return				
Certified Public Accountant (Photocopy of PRC license)				
Notarized Omnibus Sworn Statement				
Certificate of ongoing and completed audit engagements for the last three years				
Confirmation of the delivery period of 80 days				
Bid Proposal				

Certified by:
BIDS AND AWARDS COMMITTEE (BAC)

Chairperson

Co-Chairperson

Member

Member

Member

TECHNICAL WORKING GROUP (TWG)

Chairperson

Co-Chairperson

Member

Member

Member

OBSERVERS

MSAD

CAUSE

CASEMLU

