



# 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. 26**  
**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 Hauling/Transfer, Preventive Maintenance Services, and Commissioning of its 5MVA Power Transformer.

1. For your reference, please see details below:

LOT NO.	DESCRIPTION	APPROVED BUDGET OF THE CONTRACT, INCLUSIVE OF VAT	SOURCE OF FUND	CONTRACT/ DELIVERY PERIOD	PAYMENT TERM
I	Supply and Delivery of Hauling/Transfer Services of 5MVA Power Transformer from Reina Mercedes Substation to Alicia Main Office Substation	Seven Hundred Thousand Pesos Only (PHP 700,000.00)	General Fund	Ten (10) days from receipt of the Job Order (Preferably Saturday or Sunday)	Thirty (30) days from the completion of the project
II	Supply and Delivery of Preventive Maintenance Services and Commissioning of 5MVA Power Transformer	Four Hundred Thousand Pesos Only (PHP 400,000.00)	General Fund	Seven (7) days from receipt of the Job Order and Completion of the Hauling/Transfer of the 5MVA Power Transformer (Preferably Saturday or Sunday)	Thirty (30) days from the completion of the project

2. For your reference and information, attached herewith is the *Terms of Reference* for the above-entitled project/s.
3. 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)."





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4. Bid proposals must be **VAT inclusive**, and the same must be submitted **personally or via courier** either to the **BAC Secretariat at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela**, or to the **guards on duty at ISELCO-I's Main Office**, on or before **1:00 P.M. of 28 December 2023**. **ISELCO-I Main Office is open on weekends and holidays** to receive bids from prospective bidders. **Bid proposals must be placed in a sealed envelope**. Late bids shall not be accepted.
5. In case there is a work that needs to be performed other than those specified in the "Scope of Work," the contractor shall undertake to do the same. The attributable cost/s thereof shall be for the account of the Cooperative and denominated as an "Emergency Purchase," which shall be subject to the approval by the Management prior to its implementation but shall in no case exceed three percent (3%) of the original contract price.
6. Upon completion of the project, the Cooperative shall, as a manifestation of due diligence on its part, retain, for a maximum period of thirty (30 days), ten percent (10%) of the total payment. Upon expiration of the said period, the Cooperative shall return the same to the Contractor.
7. In the event a defect and/or malfunction is encountered in connection with or arising out of the said project, and the same is not attributable to the Cooperative, any revenue loss or losses incurred by ISELCO-I by reason thereof shall be for the account of the Contractor.
8. Bid Opening shall be conducted on **28 December 2023, 01:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
10. The Isabel-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.
11. 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)

#### HAULING/TRANSFER, PREVENTIVE MAINTENANCE SERVICES, AND COMMISSIONING OF 5MVA POWER TRANSFORMER

##### I. PROJECT DESCRIPTION

Procurement of Services for the Hauling/Transfer, Preventive Maintenance, and Commissioning of 5MVA Power Transformer.

##### II. PURPOSE

The ISABELA-I ELECTRIC COOPERATIVE, INC. (ISELCO-I) desires to engage the services of a CONTRACTOR that can provide the necessary services for the Hauling/Transfer, Preventive Maintenance, and Commissioning of its 5MVA Power Transformer.

##### 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 Approved Budget of the Contract (ABC) for this procurement is as follows:

LOT NO.	PARTICULARS	ABC (INCLUSIVE OF VAT)
I	Supply and Delivery of Hauling/Transfer Services of 5MVA Power Transformer from Reina Mercedes Substation to Alicia Main Office Substation	PHP 700,000.00
II	Supply and Delivery of Preventive Maintenance Services and Commissioning of 5MVA Power Transformer	PHP 400,000.00
		<b>TOTAL: PHP 1,100,000.00</b>

##### V. SCOPE OF WORK:

###### LOT I. Hauling/Transfer of 5MVA Power Transformer from Reina Mercedes to Alicia Main Office Substation

1. Loading and Unloading using 30-50 tonner crane at desired safe position.
2. Transferring of the 5MVA Transformer using Low Bed Trailer/Truck.



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## LOT II. Preventive Maintenance Services and Commissioning

1. Electrical Testing.
  - a. Insulation Power Factor Test;
  - b. Insulation Resistance Test;
  - c. Winding Resistance Test;
  - d. Turns Ratio Test; and
  - e. Bushing Hot Collar & Capacitance Test
2. Oil Purification.
3. Dissolve Gas Analysis (DGA).
4. Furan Test & Dielectric Strength/Voltage Breakdown.
5. Mechanical Protection Installation and Commissioning.
6. Submission of Certified Test Result.

## VI. OTHER WORKS

In case there is a work that needs to be performed other than those specified in the "Scope of Work," the contractor shall undertake to do the same. The attributable cost/s thereof shall be for the account of the Cooperative and denominated as an "Emergency Purchase," which shall be subject to the approval by the Management prior to its implementation but shall in no case exceed three percent (3%) of the original contract price.

## VII. REVENUE LOSS

In the event a defect and/or malfunction is encountered in connection with or arising out of the said project, and the same is not attributable to the Cooperative, any revenue loss or losses incurred by ISELCO-I by reason thereof shall be for the account of the Contractor.

## VIII. CONTRACT/DELIVERY PERIOD

FOR LOT I: Ten (10) days from receipt of the Job Order (Preferably Saturday or Sunday)

FOR LOT II: Seven (7) days from receipt of the Job Order and Completion of the Hauling/Transfer of the 5MVA Power Transformer (Preferably Saturday or Sunday)

## IX. PAYMENT TERM

FOR LOT I: Thirty (30) days from the completion of the project

FOR LOT II: Thirty (30) days from the completion of the project

## X. RETENTION

Upon completion of the project, the Cooperative shall, as a manifestation of due diligence on its part, retain, for a maximum period of thirty (30) days, ten percent (10%) of the total payment. Upon expiration of the said period, the Cooperative shall return the same to the Contractor.





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**XI. DURATION OF INTERRUPTION**

Duration of power interruption, if necessary, shall be for a maximum period of twenty-four (24) hours.

**XII. AWARDING OF CONTRACT**

Awarding of contract shall be on a per lot basis.

**XIII. LIQUIDATED DAMAGES**

Where the Contractor 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 Contractor shall pay ISELCO-I for liquidated damages, and not by way of penalty, an amount 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, ISELCO-I may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

**XIV. FORCE MAJEURE**

If a force majeure situation arises such as but not limited to flood, fire, storm, typhoon, earthquake, and such other unforeseen events that prevent the Contractor from fulfilling its obligations under the contract, the Contractor shall promptly notify ISELCO-I in writing of such condition and the cause thereof. Unless otherwise directed by ISELCO-I in writing, the Contractor 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.

**XV. RESERVATION CLAUSE**

The Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any or 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:

  
**ATTY. JELISSA KEITH F. BARLIZO**  
TWG Chairperson

  
**BERNADETTE R. BAYANG**  
TWG Member

  
**NARSON KARLO C. JAMES**  
TWG Member

  
**ENGR. KEVIN MENOR**  
TWG Member

  
**ENGR. ALDWIN MACATBAG**  
TWG Member

