



ILOCOS SUR ELECTRIC COOPERATIVE, INC.

Santiago, Ilocos Sur

REQUEST FOR QUOTATION

Reference No. 06-24

Date: January 25, 2024

The ISECO through its Bids and Awards Committee (BAC) hereby invites Service Providers 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).

PROJECT TITLE	EDITORIAL SERVICES AND PRINTING FOR THE COFFEE TABLE BOOK
<i>APPROVED BUDGET OF THE CONTRACT</i>	P600, 000.00 – EDITORIAL P1, 000, 000.00 - PRINTING
<i>CONTRACT PERIOD</i>	45 CALLENDAR DAYS - EDITORIAL 30 CALENDAR DAYS - PRINTING
<i>PROJECT LOCATION</i>	ILOCOS SUR
<i>SOURCE OF FUND</i>	GENERAL FUND
<i>DEADLINE OF SUBMISSION OF SEALED QUOTATION</i>	FEBRUARY 1, 2024
<i>OPENING OF SEALED QUOTATION</i>	FEBRUARY 5, 2024

General Conditions:

1. The Price Quotation shall be in the BAC prescribed Price Quotation Form (**Annex A**) 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 **materials bidding@2023gmail.com** using the prescribed price quotation form. File submission shall be password protected and such shall only be provided to the BAC Secretary upon opening of quotation. Quotation sent without password protection shall not be honored.
4. Before sending your quotation, you must first be able to comply with the accreditation requirements of ISECO to ensure of your capability and reliability as the consultant of ISECO. The accreditation requirements are enumerated under ANNEX B. Submit your advance copy of eligibility requirements via email **pbac_iseco@yahoo.com**. The original copy must be submitted to the BAC during the bid opening or you could send it via courier. Your quotation will not be opened if you are not an accredited supplier of ISECO. The accreditation fee is P560.00

You may pay the accreditation fee at:

Bank Name: BDO

Account Name: Ilocos Sur Electric Cooperative, Inc.

Account Number: 005500280490

Send your deposit slip at pbac_isecoyahoo.com so that we can issue an official receipt.

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 of the service needed and other terms and conditions as set forth under **Annex C** as determined during the post-qualification procedure.
8. Should two (2) or more Service Provider be determined and declared as the Lowest Calculated and Responsive Quotation (LCRQ), ISECO shall adopt a non-discretionary tie-breaking method.
9. ISECO will notify the winning bidder through the issuance of a Notice of Award. The Bidder 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 Notice to Proceed or equivalent document shall serve as the binding agreement. Upon acceptance, the Service Provider 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 Contractor fails to comply within the specified time.
10. 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.
11. All Price Quotations shall carry a validity period of at least Sixty (60) calendar days from the date of opening of quotations.
12. Payment shall be processed after performance of the service, 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 Service Provider's account.
13. Liquidated damages equivalent to one tenth (1/10) of one percent (0.1%) of the cost of the unperformed portion of the contract, 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.
14. 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.

Interested Service Providers may coordinate with the Bids and Awards Committee at 09178141933 or 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 J. BAÑEZ
BAC Chairman