



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 2nd rebid

The CASURECO II ELECTRIC COOPERATIVE, INC. (CASURECO II) thru its Pre-Qualification Bids and Awards Committee (PBAC) 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	Monday, March 11, 2024	NEA Portal, CASURECO II Facebook Page and website
Submission of Sealed Quotation	Thursday, March 21, 2024 until 5PM	CASURECO II Main Office
Bid Opening	Friday, March 22, 2024 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
PBAC 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 Chairperson


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

1. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget of the Contract (ABC) is **SIX HUNDRED FIFTY THOUSAND PESOS (PHP 650, 000)** inclusive of taxes, duties and delivered to CASURECO II Main Office, Brgy. Del Rosario, Naga City, Camarines Sur.

2. OBJECTIVE OF THE AUDIT

The objective of the audit is to obtain reasonable assurance as to whether the financial statements are free from material misstatement, whether due to fraud or error, 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.

3. SCOPE OF WORKS

- a. The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
- b. Express an opinion as to reasonableness of the financial statements in all material respects.
- c. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
- d. Conduct entry and exit meeting with the CASURECO II's Management.
- e. In addition to the audit report, the auditors will prepare a Management Letter on the following:
 - Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
 - Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - Report on the implementation status of recommendations pertaining to previous period audit reports.
 - Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
 - Bring to the CASURECO II's Management attention any other matters that the auditors consider pertinent.
 - Recommends adjusting entries based on scope of works.



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 Account	1	Lot
1.10 Power Purchase Masinloc	1	Lot
2. Submit Audit Report.	1	Lot

3. QUALIFICATIONS

Qualification 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:
 - Board of Accountancy (BOA) Accredited
 - Bureau of Internal Revenue (BIR) Accredited
 - Securities and Exchange Commission (SEC) Accredited
- f. Omnibus Sworn Statement (duly notarized)

The members of the Audit Team must be completely impartial and independent from all aspects of management or financial interests in the entity being audited. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of CASURECO II. The auditor should disclose any relationship that might possibly compromise his/her independence.

The auditor 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 Team should have at least three (3) years of relevant experience.



4. DELIVERY PERIOD

No.	Description	No. of Days
1	Consumer Accounts Receivable –Energy (Naga Area)	120
2	Deferred Accounts – Debit/Credit	60
3	Reinvestment Account	120
4	PNB Escrow Account – Masinloc Power	60
5	Security Deposit – WESM	60
6	Tax Payable (Property Tax)	120
7	Other Accrued Liabilities	120
8	Accounts Receivable -Others	120
9	Problematic Account	120
10	Power Purchase Masinloc	60

5. TERMS OF PAYMENT

- 15 % upon receipt of approved Notice to Proceed.
- 30 % upon receipt of report on Nos. 2, 4, 5, and 10.
- 30 % upon receipt of report on the rest of the accounts
- 25 % upon submission of Final Approved Special Audit Report

6. 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.

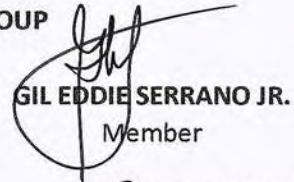
7. RESERVATION CLAUSE

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.

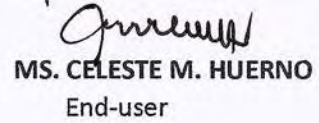


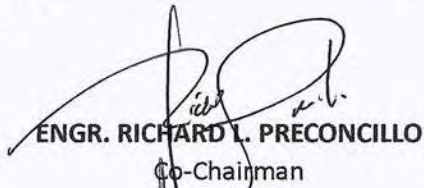

IVAN CHRISTIAN T. CARINO
Member

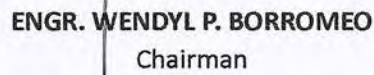
TECHNICAL WORKING GROUP


GIL EDDIE SERRANO JR.
Member


ENGR. ALBERTO J. REVILLA
Member


MS. CELESTE M. HUERNO
End-user


ENGR. RICHARD L. PRECONCILLO
Co-Chairman


ENGR. WENDYL P. BORROMELO
Chairman



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 facilities 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)