



**ILOCOS SUR ELECTRIC COOPERATIVE, INC.**  
Santiago, Ilocos Sur

**REQUEST FOR QUOTATION**  
**Reference No. 16-24**

Date: April 4, 2024

The ISECO through its Bids and Awards Committee (BAC) hereby invites contractors to offer sealed quotation for the below 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>	<b>AIRCON MAINTENANCE</b>
<i>PROJECT LOCATION</i>	ALL ISECO OFFICES
<i>APPROVED BUDGET OF THE CONTRACT</i>	P505, 350.00
<i>CONTRACT DURATION</i>	ONE-YEAR CONTRACT
<i>SOURCE OF FUND</i>	GENERAL FUND
<i>DEADLINE OF SUBMISSION OF SEALED QUOTATION</i>	April 15, 2024
<i>OPENING OF SEALED QUOTATION</i>	April 16, 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 contractor 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. You may send your quote personally. Online submission of Price Quotation is also allowed and shall be sent to **materials bidding2023@gmail.com** using the prescribed price quotation form. File submission via email 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. Include in your email transmittal the contact number where we could reach you during the opening of bids.
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 Calculated and Responsive Quotation. ISECO shall take into consideration the bidder's compliance with the requirements of the project as set forth in the technical specifications/scope of work (**Annex C**) in determining the winning bidder.
8. Should two (2) or more Contractor 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 shall serve as the binding agreement. Upon acceptance, the Contractor 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 10% of the contract price.
11. All Price Quotations shall carry a validity period of at least **Thirty (30) calendar days** from the date of opening of quotations.
12. Payment shall be processed upon request, after the required accomplishment report of the Contractor 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 Contractor'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 Contractors may conduct site inspection on or before the deadline to submit quotations. You may coordinate with the Bids and Awards Committee at 09178141933 or at pbac\_iseco@yahoo.com

Price Quotation forms and other information 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, REE**  
BAC Chairman