



# 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. 10 Series of 2024

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 Supply, Delivery, Tailoring, and Printing of Tote Bags to be used by the Isabela-I Electric Cooperative, Inc. (ISELCO-I) in the conduct of its 2024 Annual General Membership Assembly (AGMA).

1. For your reference please see specifications below:

| ITEM | DESCRIPTION   | QUANTITY                                     | SOURCE OF FUND | CONTRACT/ DELIVERY PERIOD   | PAYMENT TERM                                  |
|------|---|--|----------------|---|---|
| 1.   | Supply, Delivery, Tailoring, and Printing of Tote Bags to be used by the Isabela-I Electric Cooperative, Inc. (ISELCO-I) in the conduct of its 2024 Annual General Membership Assembly (AGMA) | Twelve Thousand Five Hundred (12,500) Pieces | General Fund   | 1 <sup>st</sup> Delivery: 50% of the total quantity of the item shall be delivered within Fifteen (15) calendar days from receipt of the Job Order (J.O.)<br><br>2 <sup>nd</sup> Delivery: The remaining 50% of the total quantity of the item shall be delivered as full delivery within Twenty-Five (25) calendar days from receipt of the Job Order (J.O.) | Twenty-Five (25) days from complete delivery. |

2. For your reference and information, attached herewith is the *Terms of Reference* for the above-entitled project.
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).
4. Bid proposals must be **VAT inclusive**, and the same must be submitted **personally or via courier** to the **BAC Secretariat at the address given below on or before 03 June 2024 until 09:00 A.M.** Template for the bid proposal is hereto attached for your reference. **Bid proposals must be placed in a sealed envelope.**





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5. Late bids shall not be accepted.
6. Bid Opening shall be conducted face-to-face on **June 03, 2024, 09:00 A.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
7. 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.
8. For further information, please refer to:

**Ms. Nice O. Aglawa**

*Isabela-I Electric Cooperative, Inc.  
Victoria, Alicia, Isabela  
Contact Number: **+63 917 501 7479***

**Ms. April Joyce T. Agsunod**

*Isabela-I Electric Cooperative, Inc.  
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**Mr. Nicomar R. Gaoat**

*Isabela-I Electric Cooperative, Inc.  
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Contact Number: **+63 967 670 0707***

  
**ENGR. BONIFACIO A. BIBAT, JR.**  
BAC Chairman





**ISABELA-I ELECTRIC COOPERATIVE, INC.**

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## TERMS OF REFERENCE

### SUPPLY, DELIVERY, TAILORING, AND PRINTING OF TOTE BAGS

#### I. PROJECT DESCRIPTION

Supply, Delivery, Tailoring, and Printing of Tote Bags to be used by the Isabela-I Electric Cooperative, Inc. (ISELCO-I) in the conduct of its 2024 Annual General Membership Assembly (AGMA).

#### II. MODE OF PROCUREMENT

The mode of procurement is through simplified bidding or sealed canvass.

#### III. SOURCE OF FUND

The Fund for this engagement shall be sourced from the General Fund.

#### IV. DESCRIPTION AND QUANTITY OF MATERIALS

##### LOT I - TOTE BAGS

|   | DESCRIPTION OF ITEM | SPECIFICATION  | UNITS  | QTY    |
|---|---------------------|--|--------|--------|
| 1 | Tote Bags           | Size: 15 in. x 14 in. x 6 in. (H x L x W);<br>Material Type: Canvas;<br>Thickness Code: 1600;<br>Color: Teal Green and Battle Green;<br>With print/design (white) see section VI of Terms of Reference | Pieces | 12,500 |

#### V. COLOR OF TOTE BAGS

The number of Tote Bags in teal green shall be 50% of the total quantity, while the remaining 50% shall be in battle green.





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## VI. DESIGN TO BE PRINTED

The design of the Tote Bag shall be in 8.3 in. x 11.7 in. (H x W) size. For the design to be printed on both sides of the Tote Bags, please see the images below.



## VII. CONTRACT/DELIVERY PERIOD

Delivery shall be made as follows:

1st Delivery: 50% of the total quantity of the item shall be delivered; Fifteen (15) calendar days from receipt of the Job Order (JO); and







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2nd Delivery: The remaining 50% of the total quantity of the item shall be delivered as full delivery; Twenty-Five (25) days from receipt of the Job Order (JO).

The same shall be in accordance with the price stated, quantity, and specification/description as herein set forth.

## **VIII. MANNER OF DELIVERY**

Delivery shall be F.O.B. ISELCO-I Headquarters, Victoria, Alicia, Isabela.

## **IX. REJECTED ITEMS**

Delivered Tote Bags are subject to technical inspection by the duly designated inspector of the Quality Control Committee and further verified by the representative of the Internal Audit Department as to the quantity of the delivered items before any payment can be made.

Rejected items should be withdrawn from ISELCO-I, Victoria, Alicia, Isabela within ten (10) days upon receipt of "Notice for Rejected Items" at the supplier's expense.

The Supplier shall be responsible for replacing the rejected or defective items within ten (10) days from withdrawal of the same from the ISELCO-I, Victoria, Alicia, Isabela at its own expense.

## **X. PAYMENT TERM**

ISELCO-I shall pay the Supplier twenty-five (25) days after complete delivery of the Tote Bags.

## **XI. LIQUIDATED DAMAGES**

- a) Where the Supplier fails to satisfactorily deliver the Tote Bags within the specified contract time, inclusive of duly granted time extensions, if any, and is thereby in default under the contract, the Supplier 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 such delayed Tote Bags scheduled for delivery for every day of delay, until such Tote Bags are finally delivered and accepted by ISELCO-I. 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 its other courses of action and remedies available under the circumstances.
- b) For entitlement to such liquidated damages, ISELCO-I need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Supplier under the Contract.

## **XII. FORCE MAJEURE**

If a force majeure situation arises, the Supplier shall promptly notify ISELCO-I in writing of such condition and the cause thereof. Unless otherwise directed by ISELCO-I in writing, the Supplier 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.





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### XIII. 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:

**MOBYDICK F. CASTRO**  
TWG Member

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TWG Member

**ENGR. MARLY C. JALLORINA**  
TWG Member

**JOHN MARK V. DATUGAN**  
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TWG Chairperson

