



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. 11
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 the Printing, Binding, Supply, and Delivery of 2023 ISELCO-I Annual Report 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:

LOT I - ISELCO-I 2023 Annual Report

ITEM	DESCRIPTION	QUANTITY	SOURCE OF FUND	CONTRACT/ DELIVERY PERIOD	PAYMENT TERM
1.	Printing, Binding, Supply, and Delivery of 2023 ISELCO-I Annual Report - colored	One Thousand (1,000) Pieces	General Fund	Partial Delivery: Fifteen (15) days from receipt of the Job Order; Fifty Percent (50%) of the total quantity must be partially delivered Full Delivery: Ten (10) days from partial delivery; The remaining fifty percent (50%) must be fully delivered	Twenty-Five (25) days from complete delivery.
2.	Printing, Binding, Supply, and Delivery of 2023 ISELCO-I Annual Report – black and white	One Thousand (1,000) Pieces	General Fund	Partial Delivery: Fifteen (15) days from receipt of the Job Order; Fifty Percent (50%) of the total quantity must be partially delivered Full Delivery: Ten (10) days from partial delivery; The remaining fifty percent (50%) must be fully delivered	Twenty-Five (25) days from complete delivery.





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"

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 01:00 P.M.** Template for the bid proposal is hereto attached for your reference. **Bid proposals must be placed in a sealed envelope.**
5. Late bids shall not be accepted.
6. Bid Opening shall be conducted face-to-face on **June 03, 2024, 01:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
7. The Isabel-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.
Victoria, Alicia, Isabela
Contact Number: +63 906 396 4805*

Mr. Nicomar R. Gaoat

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


ENGR. BONIFACIO A. BIBAT, JR.
BAC Chairman





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"

TERMS OF REFERENCE

**PRINTING, BINDING, SUPPLY, AND DELIVERY OF
2023 ISELCO-I ANNUAL REPORT**

I. PROJECT DESCRIPTION

Printing, Binding, Supply, and Delivery of 2023 ISELCO-I Annual Report 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 – 2023 ISELCO-I ANNUAL REPORT

	DESCRIPTION OF ITEM	SPECIFICATION	UNITS	QTY
1	2023 ISELCO-I Annual Report - colored	Size: 6.5 in. x 8.5 in. (W x H); Material: C2S #180 (front and back cover), C2S #80 (inner pages); Color: Colored (All pages); Bind: Perfect Bind; Number of Pages: 76 (including front and cover)	Pieces	1,000
2	2023 ISELCO-I Annual Report – black and white	Size: 6.5 in. x 8.5 in. (W x H); Material: C2S #80 (front and back cover), Book paper (white: inner pages); Color: Black and White; Bind: Saddle Stitch; Number of Pages: 76 (including front and cover)	Pieces	1,000

V. LAYOUT OF THE 2023 ISELCO-I ANNUAL REPORT

Layout of the 2023 ISELCO-I Annual Report shall be provided by the Institutional Services Department to the winning bidder.

VI. CONTRACT/DELIVERY PERIOD

The delivery for both items shall be made as follows:

Partial Delivery: Fifteen (15) days from receipt of the Job Order; Fifty Percent (50%) of the total quantity must be partially delivered;





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"

Full Delivery: Ten (10) days from partial delivery; The remaining fifty percent (50%) must be fully delivered.

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

VII. MANNER OF DELIVERY

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

VIII. REJECTED ITEMS

Delivered 2023 ISELCO-I Annual Report 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.

IX. PAYMENT TERM

ISELCO-I shall pay the Supplier twenty-five (25) days after complete delivery of the 2023 ISELCO-I Annual Report.

X. LIQUIDATED DAMAGES

- a) Where the Supplier fails to satisfactorily deliver the 2023 ISELCO-I Annual Report 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 2023 ISELCO-I Annual Report scheduled for delivery for every day of delay, until such 2023 ISELCO-I Annual Report 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.

XI. 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.





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"

XII. 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

RONALD M. OTANES
TWG Member

ENGR. MARLY C. JALLORINA
TWG Member

JOHN MARK V. DATUGAN
TWG Member

NARSON KARLO C. JAMES
TWG Chairperson

