



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. 15
Series of 2024
(Re-bidding of Simplified Bidding No. 07, 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 procurement of **Re-bidding Substation Preventive Maintenance and Services for ISELCO-I's 15MVA Power Transformer at Prenza Substation, District 1, Cauayan City, Isabela.**

1. For your reference please see specifications below:

LOT	DESCRIPTION	SOURCE OF FUND	CONTRACT/ DELIVERY PERIOD	PAYMENT TERM
I	Procurement of Preventive Maintenance and Services for 15MVA Power Transformer	General Fund	Fifteen (15) days from receipt of the Job Order (Preferably Saturday or Sunday)	Thirty (30) days from the completion of the project

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** either to the **BAC Secretariat at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela**, or to the **guards on duty at ISELCO-I's Main Office**, on or before **1:00 P.M. of 28 June 2024**. **ISELCO-I Main Office is open during weekends/holidays** to receive bids from prospective bidders. **Bid proposals must be placed in a sealed envelope**. Late bids shall not be accepted.
5. Opening of Bids will be conducted via a Zoom meeting and/or face-to-face, bidders may attend the opening of bids.
6. In case there is work that needs to be performed other than those specified in the "Scope of Work," the contractor shall undertake to do the same. The attributable cost/s thereof shall be for the account of the Cooperative and denominated as an "Emergency Purchase," which shall be subject to the approval by the Management prior to its





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- implementation but shall in no case exceed three percent (3%) of the original contract price.
7. Upon completion of the project, the Cooperative shall, as a manifestation of due diligence on its part, retain, for a maximum period of thirty (30 days), ten percent (10%) of the total payment. Upon expiration of the said period, the Cooperative shall return the same to the Contractor.
 8. In the event a defect and/or malfunction is encountered in connection with or arising out of the said project, and the same is not attributable to the Cooperative, any revenue loss or losses incurred by ISELCO-I by reason thereof shall be for the account of the Contractor.
 9. Bid Opening shall be conducted on **28 June 2024, 1:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
 10. The Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any and 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.
 11. For further information, please refer to:

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ENGR. BONIFACIO A. BIBAT, JR.
BAC Chairman





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TERMS OF REFERENCE (TOR)

PROCUREMENT OF SUBSTATION PREVENTIVE MAINTENANCE AND SERVICES FOR 15MVA POWER TRANSFORMER

I. PROJECT DESCRIPTION

Procurement of Preventive Maintenance and Services for 15MVA Power Transformer.

II. PURPOSE

The ISABELA-I ELECTRIC COOPERATIVE, INC. (ISELCO-I) desires to engage the services of a CONTRACTOR that can provide the necessary services for the Preventive Maintenance and Services of its 15MVA Power Transformer at Prenza Substation, District 1, Cauayan City, Isabela.

III. MODE OF PROCUREMENT

The mode of procurement is Simplified Bidding (Sealed Canvass).

IV. SOURCE OF FUND

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

V. SCOPE OF WORK:

The scope of work outlined for the above-mentioned project is as follows:

1. Electrical Testing:
 - a. Insulation power factor test;
 - b. Winding resistance test (4R to 4L);
 - c. Turns ratio test (4R to 4L);
 - d. Short circuit impedance test;
 - e. Bushing hot collar and capacitance test; and
 - f. Insulation resistance test.
2. Conduct oil Dielectric Breakdown Voltage (DBV) test.
3. Conduct oil leak correction and re-gasketing of all its flanges.
4. Oil purification and adding of insulating oil to desired level.
5. Extract insulation oil and conduct Dissolved Gas Analysis (DGA):
 - a. Hydrogen;
 - b. Methane;
 - c. Ethane;
 - d. Ethylene;
 - e. Acetylene;
 - f. Carbon Dioxide;
 - g. Oxygen; and
 - h. Nitrogen.





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6. Submission of certified test results to the concerned department and/or personnel.

General Notes:

1. Power supply provision for the oil purifying machine; and
2. It is required that all test equipment undergo updated calibration.

VI. OTHER WORKS

In case there is a work that needs to be performed other than those specified in the "Scope of Work," the contractor shall undertake to do the same. The attributable cost/s thereof shall be for the account of the Cooperative and denominated as an "Emergency Purchase," which shall be subject to the approval by the Management prior to its implementation but shall in no case exceed three percent (3%) of the original contract price.

VII. REVENUE LOSS

In the event a defect and/or malfunction is encountered in connection with or arising out of the said project, and the same is not attributable to the Cooperative, any revenue loss or losses incurred by ISELCO-I by reason thereof shall be for the account of the Contractor.

VIII. CONTRACT/DELIVERY PERIOD

Fifteen (15) days from receipt of the Job Order (Preferably Saturday or Sunday).

IX. PAYMENT TERM

Thirty (30) days from the completion of the project.

X. POWER INTERRUPTION

The Contractor shall, upon receipt of the Job Order, coordinate with ISELCO-I representatives/personnel in case power interruption is necessary so that the Cooperative may issue a "Notice of Power Interruption" at the earliest time possible.

The first Duration of power interruption for Power Transformer Main Tank shall be for a maximum period of (12) twelve hours only. Similarly, the second power interruption for On-load Tap Changer shall also be for a maximum period of (12) twelve hours only.

XI. RETENTION

Upon completion of the project, the Cooperative shall, as a manifestation of due diligence on its part, retain, for a maximum period of thirty (30 days), ten percent (10%) of the total payment. Upon expiration of the said period, the Cooperative shall return the same to the Contractor.

XII. AWARDING OF CONTRACT

Awarding of contract shall be on a per lot basis.





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XIII. LIQUIDATED DAMAGES

Where the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted, and is thereby in default under the contract, the Contractor 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 the unperformed portion for every day of delay. 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 other courses of action and remedies available under the circumstances.

XIV. FORCE MAJEURE

If a force majeure situation arises such as but not limited to flood, fire, storm, typhoon, earthquake, and such other unforeseen events that prevent the Contractor from fulfilling its obligations under the contract, the Contractor shall promptly notify ISELCO-I in writing of such condition and the cause thereof. Unless otherwise directed by ISELCO-I in writing, the Contractor 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.


XV. 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.

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