



## BIDS AND AWARDS COMMITTEE

### INVITATION FOR SIMPLIFIED (SEALED) BIDDING

Reference No. 2025 – 04

Interested bidders are invited to participate in the simplified bidding and submit proposals and quote for the goods/items/services as specified below:

NO	PROJECTS/ITEMS	SOURCE OF FUND	ABC (in Php, VAT Inc.)
1	3 Ply Carbonless Continuous Form Half Sheet 9.5" x 5.5" colored (3 ply) (computer form paper) (perforated)	General Fund	1,749,996.00
2	Switch, Disconnecting, 15KV, 1200A		594,000.00
3	Supply of Labor and Materials for the Expansion of AGM's Office		1,900,000.00

#### General Conditions:

- Bidding will be conducted through simplified bidding procedures (sealed canvass) as specified in the Alternative Modes of Procurement in the NEA Memorandum No. 2017-019, otherwise known as the "Revised Procurement Guidelines and Simplified bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017)."
- Interested bidder shall comply with the accreditation requirements as enumerated in ANNEX "A". Bidders with valid accreditation may directly proceed with the submission of the Bidding Documents as scheduled.
- Bids must be duly received by the BAC Secretariat on or before MAY 21, **2025** through:
  - manual submission at the Conference Room, ALECO Main Office, W. Vinzon St., Legazpi City, OR
  - online or electronic submission via BAC email address indicated below.
- Bid Opening shall be conducted on MAY 22, **2025** at **1:00PM** at the Board Room, ALECO Main Office with same address as above.
- The bid shall not be considered unless properly signed by the interested bidder or duly authorized representative/s.

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W. Vinzon St., Legazpi City 4500  
Legazpi City (Capital) Albay, Philippines

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6. Online submission should be password protected and such shall only be provided to the BAC Secretary upon opening of bids/negotiation. File sent without password protection shall not be honored.
7. ALECO reserves the right to accept or reject any bid, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidder.

For further inquiries, kindly reach the following:

BAC Secretariat: 1. Mayla Z. Renevira

Contact Number: 09052990058

Email Address: bac.alecoinc@gmail.com

2. Gerald R. Bonaobra

09456816875

Issued on May 14, 2025.

by:

**HAYSLI I. LUCILO**  
BAC Chairman

Noted by:

**ENGR. WILFREDO O. BUCSIT**  
Acting General Manager







## ANNEX "A"

### ACCREDITATION REQUIREMENTS:

- a. Application Letter for Accreditation
- b. DTI Business name registration or SEC registration certificate
- c. Valid and current Mayor's permit/municipal license
- d. Tax Payer's Identification Number
- e. BIR Value Added Tax Registration
- f. Certification that the supplier/contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives
- g. Compliance with E.O. No. 398
  - Proof of VAT payment
  - Tax Clearance from the BIR for the last two quarters
- h. On-going, completed or awarded contract not yet started within the relevant period specifying the following:
  - Name of the contract
    - Date of contract
    - Amount of contract and value of outstanding contracts
    - Date of delivery
    - End-user's acceptance if completed

### NOTES:

Advance copy of eligibility requirements shall be e-mailed to [bac.alecoinc@gmail.com](mailto:bac.alecoinc@gmail.com). The original copy must be submitted to the BAC on or before the bid opening or send it via courier. The quotation will not be opened if the bidder is not an accredited supplier/service provider of ALECO. The **accreditation fee** is **Php 2,5000.00** valid for one (1) year.

Please pay it personally at Finance Services Department office of ALECO, or through a Bank Deposit at:

**Bank Name:** Chinabank

**Account Name:** Albay Electric Cooperative, Inc.

**Account Number:** 167100002770

To ensure the timely posting of your payment, kindly send via electronic mail to these email addresses: [zloria.aleco.fin@gmail.com](mailto:zloria.aleco.fin@gmail.com), [nuneznika.aleco.fin@gmail.com](mailto:nuneznika.aleco.fin@gmail.com) and [bac.alecoinc@gmail.com](mailto:bac.alecoinc@gmail.com) the advance or scanned copy of the validated deposit slip or proof of payment, together with the following information:

- BIR Certificate of Registration
- Proof of Payment

Please be advised that this authorization applies only for this bidding invitation. Payment posting and issuance of Invoice will not be facilitated unless the above requirements are submitted.



3 PLY CARBONLESS CONTINUOUS FORM, per REFERENCE NO. 2025-04

ITEM	DESCRIPTION/SPECIFICATION	QTY	UOM
1	3 Ply Carbonless Continuous Form Half Sheet 9.5" x 5.5"colored (3 ply) (computer form paper) (perforated)	1,800	box



# CANVASS SHEET

DATE: \_\_\_\_\_

BUSINESS NAME

COMPLETE ADDRESS

Return this canvass sheet to the BAC Secretariat on the date specified in the Invitation to Bid.

ITEM	DESCRIPTION/SPECIFICATION	QTY	U/M	UNIT PRICE	TOTAL

TERMS OF PAYMENT	:
WARRANTY	:
DELIVERY PERIOD	:
PRICE VALIDITY	:

CONFORME :

Supplier's Name/Representative & Signature \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SWITCH, DISCONNECTING, per REFERENCE NO. 2025-04**

ITEM	DESCRIPTION/SPECIFICATION	QTY	UOM
1	SWITCH, DISCONNECTING, 15KV, 1200A	33	PIECES



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## TERMS OF REFERENCE (TOR)

### EXPANSION OF AGM OFFICE

(Office of the Acting General Manager)

#### A. INTRODUCTION

The Office of the General Manager (OGM) is expanding its workspace to accommodate operational growth and enhance storage capacity. This Terms of Reference (TOR) outlines the scope, objectives, deliverables, and responsibilities related to the expansion project.

#### B. OBJECTIVES

- a. To increase office space in order to enhance staff productivity and workflow.
- b. To ensure that the expansion meets safety, regulatory, and environmental standards.
- c. To optimize space utilization while maintaining operational efficiency.

#### C. SCOPE OF WORK

The scope of work for this expansion includes, but is not limited to:

- a. Design and architectural planning for the expanded office and storage areas.
- b. Construction and interior modifications to align with office requirements.
- c. Electrical and plumbing installations as necessary.



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- d. Implementation of storage solutions including shelving and security enhancements.
- e. Compliance with relevant building codes and safety regulations.
- f. Project management, monitoring, and reporting.

## D. DELIVERABLES

- a. Approved architectural and structural design plans.
- b. A completed and functional office space with integrated storage.
- c. Safety and compliance certifications.
- d. A handover report detailing the completed expansion.

## E. TIMELINE

The project is expected to be completed within 90 days ( 3months) starting from the date on the signing of contract. Any delays must be communicated promptly and justified by the contractor.

## F. BUDGET AND RESOURCES

- a. Estimated project budget: Php 1,900,000.00
- b. Required resources: skilled labor, construction materials, and safety equipment.

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## G. PAYMENT TERMS

- a. The contractor shall provide a detailed cost estimate for all activities, including materials, labor, equipment and contingencies.
- b. 10% mobilization fee upon signing of the contract.
- c. With progressive billing based on completion of the project
- d. 10% retention fee upon final inspection and handover of the completed projects

## H. MONITORING AND EVALUATION

- a. Regular progress reporting.
- b. Quality assurance assessments at each phase.
- c. Final evaluation upon completion to ensure alignment with project objectives.

## I. TERMINATION CLAUSE

- Either party may terminate the contract under the following conditions:
  - a. Failure of the contractor to complete the work to the agreed standard.
  - b. Breach of contract terms by either party.

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## J. CONCLUSION

- This expansion project is essential for improving office functionality and storage management. All parties involved must adhere to the outlined TOR to ensure successful completion within the specified timeline and budget.

**Prepared by:**

**ELEONORA D. SOMBON**

Division Chief

Administrative and General Services

**Reviewed and Checked by:**

**HAYSLI I. LUCILO**

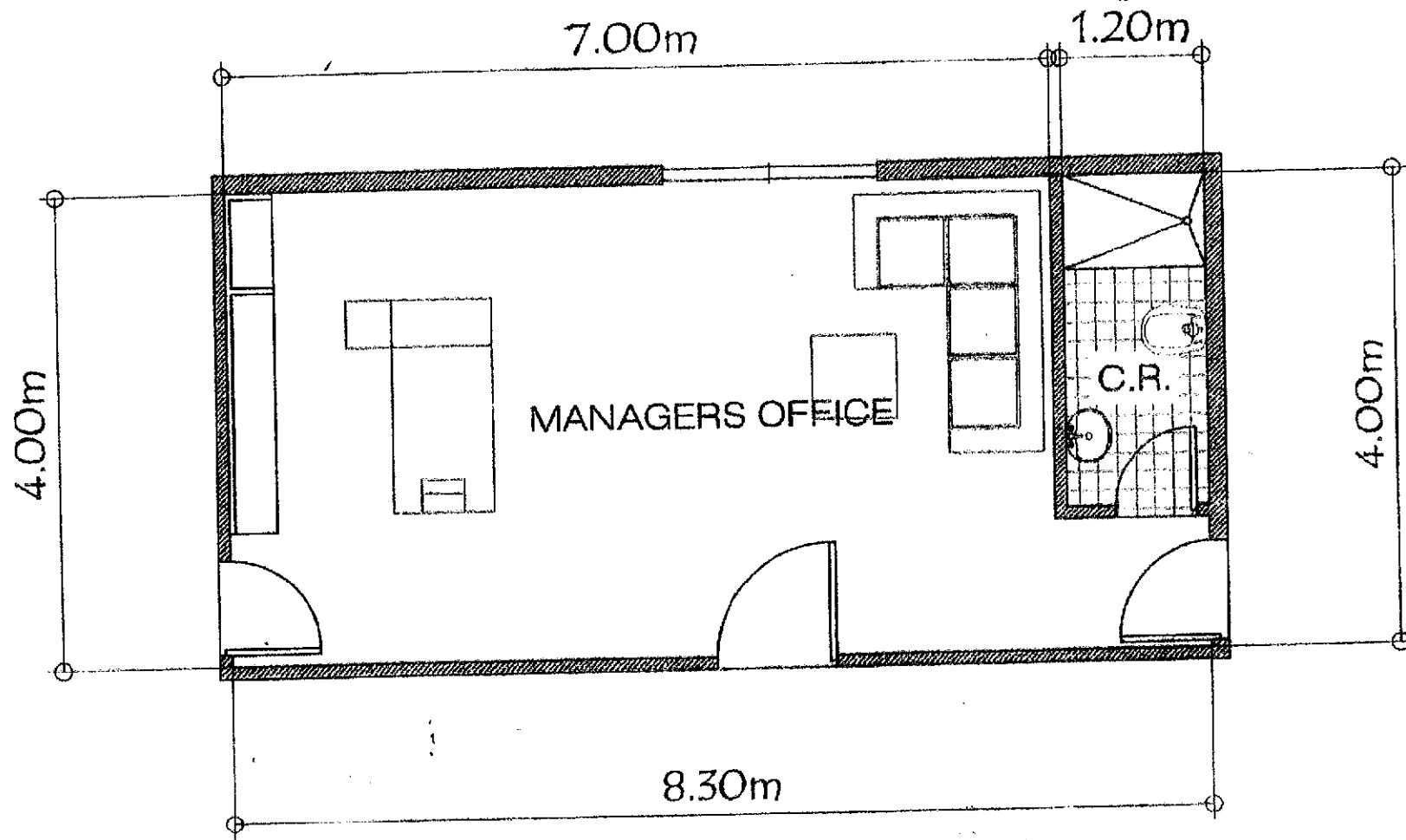
Department Manager

Institutional Services Department

**Approved by:**

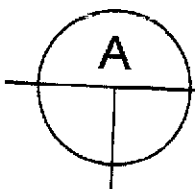
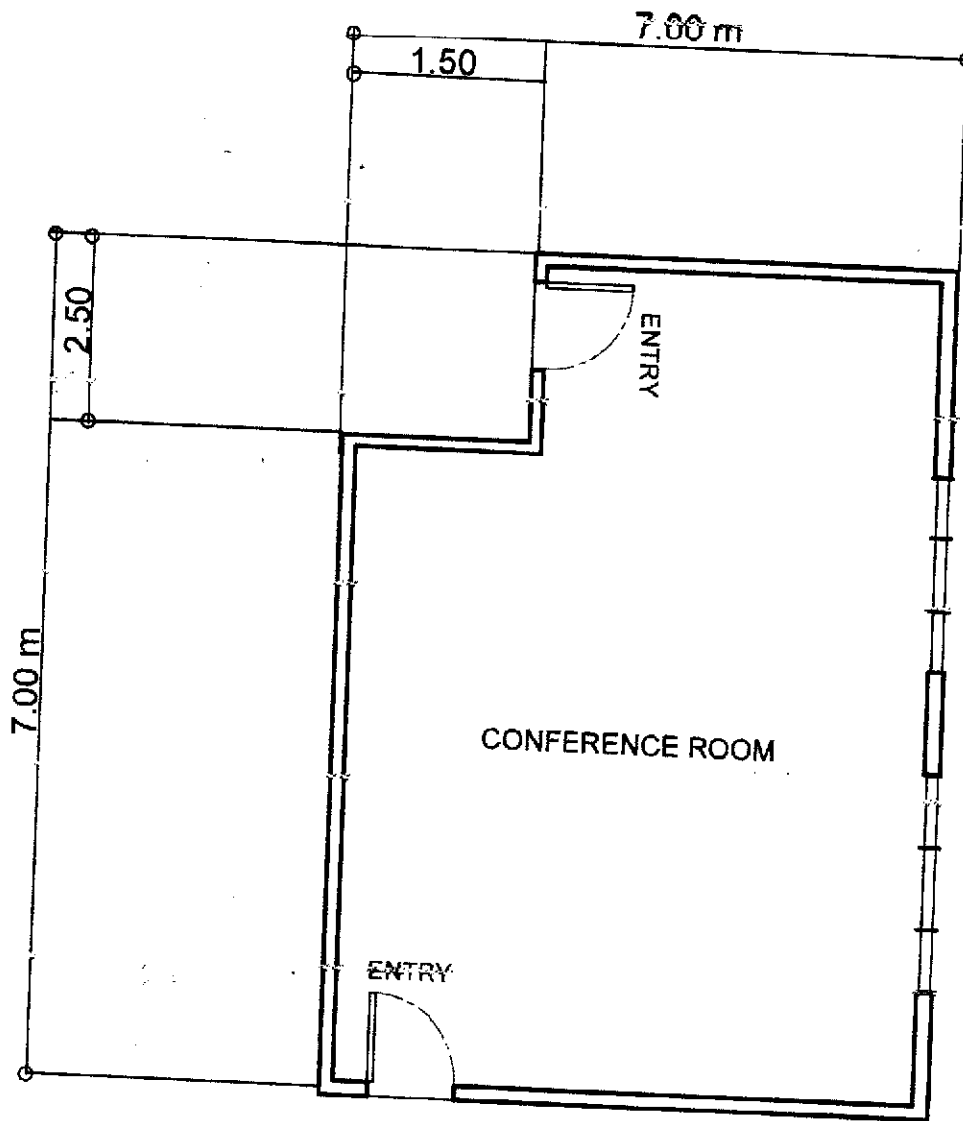
**ENGR. WILFREDO O. BUCSIT**

Acting General Manager



FLOOR PLAN

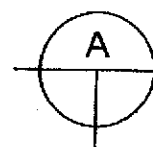
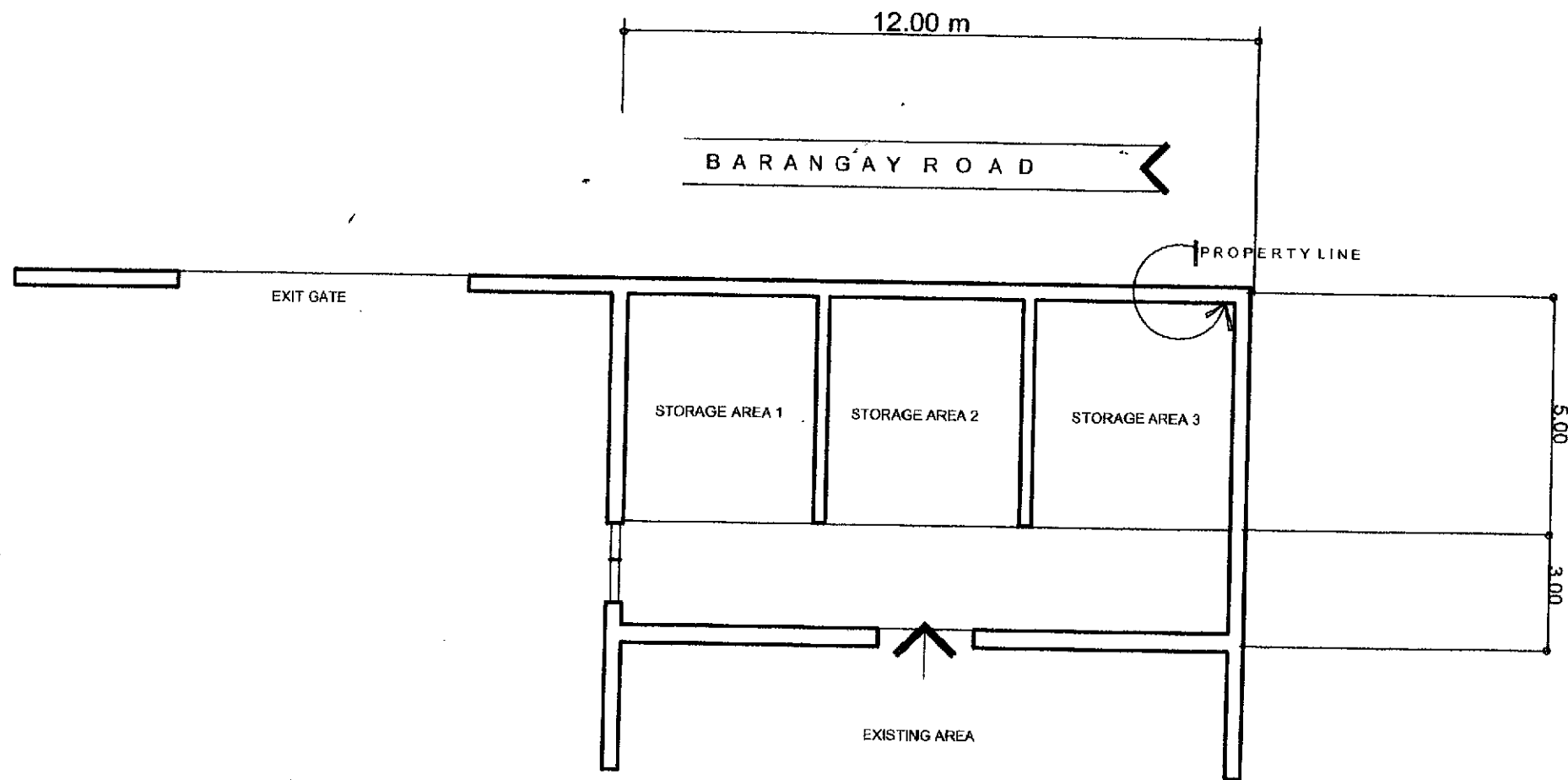




# ALECO CONFERENCE ROOM PLAN

SCALE

1:100 MTRS.



# ALECO STOCK ROOM PLAN

SCALE

1:100 MTRS.

SUPPLY OF LABOR & MATERIALS FOR THE EXPANSION OF AGM'S OFFICE,  
per REFERENCE NO. 2025-04

ITEM	DESCRIPTION/SPECIFICATION	QTY	UOM
1	Labor & Materials	1	lot

