



BIDS AND AWARDS COMMITTEE

INVITATION FOR SIMPLIFIED (SEALED) BIDDING

Reference No. 2025 – 10

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

No.	DESCRIPTION	SOURCE OF FUND	ESTIMATED COST (PHP)
1	Supply and Delivery of Office Supply Stock for the First Quarter of 2026 (RE-BID)	General Fund	408,281.82

General Conditions:

1. 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)."
2. 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.
3. Bids must be duly received by the BAC Secretariat on or before **12:00 noon of December 26, 2025** through:
 - a. Manual submission at the Boardroom, ALECO Main Office, W. Vinzons St., Legazpi City, OR
 - b. Online or electronic submission via BAC email address indicated below.
4. Bid Opening shall be conducted on **December 26, 2025 at 03:00 PM** at the Board Room, ALECO Main Office with same address as above.
5. The bid shall not be considered unless properly signed by the interested bidder or duly authorized representative/s.
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, please see the contact details provided on the succeeding page:



Charles Dean A. Ramos

BAC Secretariat
Albay Electric Cooperative, INC.
W. Vinzons St., Albay District
Legazpi City
09471732000
bac.alecoinc@gmail.com

Issued on December 19, 2025.

ENGR. MARK JESSAN E. LUCILO (SGD.)

BAC Chairperson

Noted by:

ENGR. WILFREDO O. BUCSIT (SGD.)

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
 - i. Proof of VAT payment
 - ii. 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:
 - i. Name of the contract
 - ii. Date of contract
 - iii. Amount of contract and value of outstanding contracts
 - iv. Date of delivery
 - v. End-user's acceptance if completed

NOTES:

Advance copy of eligibility requirements shall be e-mailed to 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 2,500.00** 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

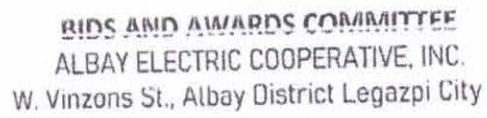
To ensure the timely posting of your payment, kindly send via electronic mail to these email addresses: zloria.aleco.fin@gmail.com, nuneznika.aleco.fin@gmail.com and bac.alecoinc@gmail.com the advance or scanned copy of the validated deposit slip or proof of payment, together with the following information: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



NO.	PARTICULAR	UNIT	QTY
1	ALCOHOL, 70% SOLUTION, GREEN CROSS, ISOPROPYL, 500 ML	Bottle	200
2	BOOK, RECORD, 200 PAGES, BLUE	Piece	25
3	BOOK, RECORD, 500 PAGES, GREEN, SHINY	Piece	50
4	BOX, CORRUGATED	Box	375
5	CALCULATOR TM-120 (12 DIGITS)	Piece	6
6	CLIP, BINDER, METAL TYPE, 19MM, 3/4", BLACK, 1 DOZ.	Box	200
7	CLIP, BINDER, METAL TYPE, 32MM, 1-1/4", BLACK, 1 DOZ.	Box	200
8	CLIP, BINDER, METAL TYPE, 51MM, 2", BLACK, 1 DOZ.	Box	150
9	CLIP, PAPER, UNIVERSAL, COATED, 50MM, COLORED, WELLS	Box	150
10	CLIP, PAPER, UNIVERSAL, VINYL COATED, 33MM, COLORED	Box	150
11	CORRECTION TAPE, 5MM X 8MM	Piece	150
12	DISPENSER, ADHESIVE TAPE	Unit	6
13	ENVELOPE, FILE, COMMERCIAL, LEGAL SIZE, BROWN, (LONG)	Piece	500
14	ENVELOPE, FILE, COMMERCIAL, LETTER SIZE, BROWN, (SHORT)	Piece	125
15	ENVELOPE, FILE, EXPANDABLE, LEGAL SIZE, RED, (LONG)	Piece	750
16	ENVELOPE, FILE, EXPANDABLE, LETTER SIZE, GREEN, (SHORT)	Piece	75
17	ENVELOPE, MAIL, COMMERCIAL, 11-1/2" LONG, WHITE	Piece	25
18	ENVELOPE, MAIL, COMMERCIAL, 6-3/4" SHORT, WHITE	Piece	38
19	ERASER, BLACKBOARD/WHITEBOARD, 5" X 2" X 3/4", CARTON GRIP, MGK	Piece	6
20	FILE FOLDER / CLEAR BOOK, W/ SPRING, LEGAL SIZE, GREEN, PRINTED COVER, (LONG)	Piece	13
21	FILE FOLDER / CLEAR BOOK, W/ SPRING, LEGAL SIZE, RED, PLAIN COVER, (LONG)	Piece	6
22	FILE ORGANIZER, BOX TYPE	Piece	25
23	FOLDER, FILE, COMMON, LEGAL SIZE, WHITE, (LONG)	Piece	500
24	FOLDER, FILE, COMMON, LETTER SIZE, WHITE, (SHORT)	Piece	250
25	FOLDER, FILE, EXPANDABLE, LEGAL SIZE, GREEN, (LONG)	Piece	125
26	FOLDER, FILE, EXPANDABLE, LETTER SIZE, GREEN, (SHORT)	Piece	200
27	HIGHLIGHTER PEN, BLUE, CHISEL TIP	Piece	25
28	HIGHLIGHTER PEN, YELLOW, CHISEL TIP	Piece	25
29	INK CARTRIDGE, COPY PRINTER, RICOH DX 2430, BLACK, 500ML	Piece	6
30	INK REFILL, STAMP PAD, BLACK, 30ML, JOY, SP 030	Bottle	3
31	INK REFILL, VIVID, ED-C0066-T2/70ML, CYAN	Bottle	13
32	INK REFILL, VIVID, ED-K0196-T2/70ML, BLACK	Bottle	13
33	INK REFILL, VIVID, ED-M0069-T2/70ML, MAGENTA	Bottle	13
34	INK REFILL, VIVID, ED-Y0025CS/70ML, YELLOW	Bottle	13
35	INK RIBBON CARTRIDGE, EPSON, LX 310	Piece	150
36	MARKER PEN, PERMANENT, BLACK CHISEL / DOMSC / REFILO	Piece	25
37	MARKER PEN, PERMANENT, BLUE, BULLET POINT, HBW	Piece	13
38	MARKER PEN, WHITEBOARD, BLACK, BULLET / FINE POINT, REFILLABLE, HBW	Piece	13
39	MARKER PEN, WHITEBOARD, BLUE, BULLET / FINE POINT, REFILLABLE, ARTLINE	Piece	25
40	NOTE PAD, STICKY, PLAIN, 1.5" X 2", 100SHEETS, HBW	Pad	38

41	NOTE PAD, STICKY, PLAIN, 3" X 3", 100SHEETS	Pad	75
42	NOTE, STICK-ON, PRINTED STICKY FLAGS, 5-NEON COLORS, SEE THROUGH	Piece	38
43	PAPER, BOND, LEGAL SIZE, 8.5" X 13", SUBS.20, 500 SHEETS	Ream	625
44	PAPER, BOND, LETTER SIZE, 8.5 X 11, SUB. 20, 500 SHEETS I-CHOOSE	Ream	250
45	PAPER, MIMEO, LEGAL SIZE, WHITEWOVE, SUBS.18, 500SHEETS, PILOT	Ream	63
46	PAPER, MIMEO, LETTER SIZE, WHITEWOVE, SUBS.18, 500SHEETS, PILOT	Ream	13
47	PASTE, WATER WELL, REDSTONE, #151, 200G	Piece	6
48	PEN REFILL, SIGN PEN, BLACK, DONG-A, MY GEL, 0.5	Piece	125
49	PEN REFILL, SIGN PEN, BLUE, DONG-A, MY GEL, 0.5	Piece	125
50	PEN REFILL, SIGN PEN, RED, DONG-A, MY GEL, 0.5	Piece	25
51	PEN, BALL POINT, BLACK, RETRACTABLE, HBW, MATRIX, OG-5	Piece	375
52	PEN, BALL POINT, BLUE, RETRACTABLE, HBW, MATRIX, OG-5	Piece	375
53	PEN, BALL POINT, RED, RETRACTABLE, HBW, MATRIX, OG-5	Piece	125
54	PEN, GEL TYPE, SIGN PEN, BLACK, DONG-A, MY GEL, 0.5	Piece	125
55	PEN, GEL TYPE, SIGN PEN, BLUE, DONG-A, MY GEL, 0.5	Piece	150
56	PEN, GEL TYPE, SIGN PEN, RED, DONG-A, MY GEL, 0.5	Piece	75
57	RUBBER BAND, LARGE SIZE, 350GMS, BROWN	Box	25
58	RUBBER BAND, MEDIUM SIZE, 50GMS, BRITE, NATURAL	BOX	125
59	RUBBER BAND, SMALL SIZE, 30 GMS, ASSORTED GLION	Box	250
60	SCISSORS, STRIGHT EDGE STEEL, 5 INCHES BLADE ,HD	Piece	6
61	SPIRAL NOTEBOOK (6X8 INCHES)	Piece	25
62	STAMP PAD, #2, VIOLET INK	Piece	13
63	STAPLE WIRE, STAPLER, #10, 1000 PCS.	Box	125
64	STAPLE WIRE, STAPLER, #35, 5000 PCS.	Box	200
65	STAPLER, PAPER, OFFICE, HAND-HELD, #35, W/ REMOVER	Unit	25
66	TAPE, ADHESIVE, DOUBLE-SIDED, 1"WIDTH, 1/4"THICK, 3"HOLE, WHITE, CROCO	Roll	25
67	TAPE, CLEAR, 1"WIDTH, 1/16"THICK, 3"HOLE, CROCO	Roll	150
68	TAPE, CLEAR, 2"WIDTH, 1/16"THICK, 3"HOLE, CROCO	Roll	38
69	TAPE, DUCT, SCRIM-BACKED, 2"WIDTH, 1/3"THICK, 3"HOLE, UK OFFICE	Roll	25
70	TAPE, MASKING, 1"WIDTH, 3/8"THICK, 3"HOLE, WHITE, CROCO	Roll	125
71	TAPE, PACKING, 3"WIDTH, 1/16"THICK, 3"HOLE, CLEAR, CROCO	Roll	75



DATE: _____

COMPLETE ADDRESS

ITEM	DESCRIPTION/SPECIFICATION	QTY	U/M	UNIT PRICE	TOTAL

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

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