

ALBAY ELECTRIC COOPERATIVE, INC.

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

"Better Services that connect Albayanos"



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 | Rream | 625 |
| 44 | PAPER, BOND, LETTER SIZE, 8.5 X 11, SUB. 20, 500 SHEETS I-CHOOSE | Rream | 250 |
| 45 | PAPER, Mimeo, LEGAL SIZE, WHITEWOVE, SUBS.18, 500SHEETS, PILOT | Rream | 63 |
| 46 | PAPER, Mimeo, LETTER SIZE, WHITEWOVE, SUBS.18, 500SHEETS, PILOT | Rream | 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 |



BIDS AND AWARDS COMMITTEE
ALBAY ELECTRIC COOPERATIVE, INC.
W. Vinzons St., Albay District Legazpi City

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 | ITEM |
|------|---------------------------|-----|-----|------------|------|
| | | | | | |

TERMS OF PAYMENT : _____

WARRANTY : _____

DELIVERY PERIOD : _____

PRICE VALIDITY : _____

CONFORME :

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