



ALBAY ELECTRIC COOPERATIVE, INC.
W. VINZON ST., OLD ALBAY DISTRICT, LEGAZPI CITY



bac.alecoinc@gmail.com
0949-880-0651



BIDS and AWARDS COMMITTEE

INVITATION FOR SIMPLIFIED (SEALED) BIDDING
Reference No. 2024 - 30

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	Fencing at Matagbac, Tabaco City (Labor & Materials)	General Fund	400,000.00

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)."
- Bid proposals must be VAT inclusive, and the same shall be placed in a sealed envelope and must be received by the BAC Secretariat **on or before 12 noon of November 13, 2024** at the Conference Room, ALECO, Main Office, Legazpi City. Late bids shall not be accepted.
- Bid opening shall be conducted on November 13, 2024, 1 PM unless rescheduled for a valid reason.
- Bidders shall comply with the accreditation requirements as enumerated in ANNEX "A". *Bidders with valid accreditation may directly proceed with the submission of the Sealed Quotation as scheduled.*
- The bid shall not be considered unless properly signed by the bidder or by its duly authorized representative/s. Specify vital details of bid/quotation including brand, terms of payment, delivery period, validity of proposal and warranty.
- Online submission is allowed and should be password protected and such shall only be provided to the BAC Secretary upon opening of bids. File sent without password protection shall not be honored.

ALECO reserves the right to accept or 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 bid as may be advantageous to ALECO.

For further inquiries, kindly reach the following:

ALECO Bids and Awards Committee
Contact Persons: 1. Mayla Z. Renevira
Contact Number: 09052990058
Email Address: bac.alecoinc@gmail.com

2. Gerald R. Bonaobra
094516816875

Issued by:

HAYSLI I. LUCILO
BAC Chairman

Noted by:

ENGR. WILFREDO O. BUCSIT
Acting General Manager



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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.

FENCING AT MATAGBAC, TABACO CITY per REFERENCE NO. 2024-30

ITEM	DESCRIPTION/SPECIFICATION	QTY	UOM
1	SUPPLY OF LABOR AND MATERIALS FOR THE FENCING AT MATAGBAC, TABACO CITY	1	LOT



ALBAY ELECTRIC COOPERATIVE, INC.

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aleco_ogm@yahoo.com ; aleco_ops@yahoo.com



TERMS OF REFERENCE (TOR)

Fencing Project at Matagbac

ALECO Compound, Barangay Matagbac, Tabaco City

A. BACKGROUND

The purpose of the fencing project is aimed at securing the property located at MATAGBAC, TABACO. This project is essential to ensure protection against unauthorized access and enhance the safety and security of the premises.

B. OBJECTIVE

- To install a durable, cost-effective and aesthetically pleasing fence around the property.
- To enhance the security and privacy of the land.
- To clearly mark the boundaries of the property.

C. SCOPE OF WORK

The contractor is expected to:

- Conduct a site inspection and provide recommendation on the type of fencing.
- Supply the necessary materials including the fencing panels and fastenings.
- Ensure the fence is in compliance with local regulations and standards.
- Erect the fence that is 3.0 meters in length and 3.0 meters in height around the property.
- Provide a detailed timeline for the project and ensure timely completion.

D. DELIVERABLES

- Detailed fencing design and layout.
- A complete, secure and properly installed fence.
- As-built drawings of the installed fence upon completion.
- Documentation of all materials used, including warranties and guarantees for the fence.
- A final inspection report, confirming that the work meets agreed-upon standards.

E. DURATION OF WORK

The project is expected to be completed within TWO (2) MONTHS, starting from the date of the contract signing. Any delays must be communicated promptly and justified by the contractor.

F. ROLES AND RESPONSIBILITIES

Client:

- Provide the contractor with access to the site.
- Review and approved designs and materials before installation.
- Oversee the work to ensure it complies with project standards.

Contractor

- Provide skilled labor, tools and equipment necessary for the project.
- Comply with health, safety and environmental standards.
- Maintain communication with the client throughout the project.
- Ensure the project is completed on time and within budget.
- Guarantee the quality of materials and workmanship for a specified period.

G. BUDGET & PAYMENT TERMS

The total budget for the project is estimated at Php 400,000.00. Payment will be made in tranches as follows;

- 10% mobilization fee upon signing of the contract
- With progressive billing based on completion of the project
- 10% retention fee upon final inspection and handover of the completed projects

H. PERFORMANCE STANDARDS

The fence must meet the following standards:

- Durability and resistance to weather conditions
- Structural integrity to prevent unauthorized access
- Compliance with local building codes and regulations

I. EVALUATION CRITERIA for CONTRACTOR SELECTION

- Experience in similar fencing projects
- Technical capability and resources
- Proven track record of timely project delivery
- Cost-effectiveness of the proposal

J. REPORTING & COMMUNICATION

- Regular progress reports will be submitted by the contractor, including updates on any issues or risks
- A final project completion report will be submitted to the client upon the conclusion of the work

K. TERMINATION CLAUSE

Either party may terminate the contract under the following conditions:

- Failure of the contractor to complete the work to the agreed standard.
 - Breach of contract terms by either party.
 - Mutual agreement between the client and contractor.
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