INVITATION TO BID
Simplified Bidding No. 49
Series of 2026

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), hereby invites all interested bidders, to participate and submit bid proposals relative to the project entitled "**Procurement of the Supply and Delivery of Brand-New Motorcycle Units"**, to wit:

LOT NO.	DESCRIPTION	UNITS	QTY	SOURCE OF FUND	CONTRACT/DELIVERY PERIOD	PAYMENT TERM
I	Supply and Delivery of Brand-New Motorcycle Units	Units	25	General Fund	Not later than fifteen (15) calendar days from receipt of the Purchase Order	Cash on Delivery

1. For your reference and information, attached herewith is the *Terms of Reference* for the above-entitled project.

2. Either accredited suppliers or suppliers with known experience and proven capability on the requirements of this particular project are allowed to participate in this procurement. For inquiries relative to accreditation, please refer to the BAC Secretariat.

3. Special Power of Attorney of the bidder's representative/s duly authorized to submit the bid on behalf of the bidder shall be submitted on the date of the opening of bids.

4. Bids shall be valid for a period of **thirty (30) to sixty (60) calendar days from the date of the opening of bids**.

5. 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)".

6. Bid proposals must be **VAT inclusive**, and the same must be submitted **personally** or **via courier** 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**, or in case of e**lectronic submission**, through the official email address of the ISELCO-I BAC Secretariat (bac@iselco-1.com), on or before **13 November 2026**, **Friday**, **at 02:00 P.M. ISELCO-I Main Office** is open during **weekends/holidays** to receive bids from prospective bidders. Bid proposals **personally** submitted or sent **via courier** must be placed in a **sealed** envelope, while bid proposals sent via **email** must be submitted in a **password-protected/encrypted file (PDF or ZIP format)**. **Late bids shall not be accepted**.

7. Opening of bids will be conducted via a Zoom meeting and/or face-to-face, on **13 November 2026**, **02:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.

8. If two or more bidders have identical, lowest, and responsive bids, a tie-breaking method will be used to determine the winner. The tie will be resolved by random selection: a coin

toss for two bidders, or drawing lots, or a wheel of fortune for more than two bidders (in alphabetical order).

The decision from the tie-breaking process is final and binding.

9. 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.

10. For further information, please refer to:

Ms. April Joyce T. Agsunod
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: +63 906 396 4805

Ms. Crystal Pearl Taccaban
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: +63 965 561 7670

Mr. Nicomar R. Gaoat
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: +63 967 670 0707

(SGD.) MR. MARLON O. SALINAS
BAC Chairperson

TERMS OF REFERENCE

PROCUREMENT OF SUPPLY AND DELIVERY OF BRAND-NEW MOTORCYCLE UNITS

I. PURPOSE

The purpose of this procurement is to ensure the availability and timely provision of brand-new motorcycle units for Isabela-I Electric Cooperative, Inc. (ISELCO-I), intended for use by its Power Use Coordinators, Meter Readers, and Disconnection Heads in the performance of their respective duties and responsibilities.

These motorcycle units are essential in facilitating mobility and enabling personnel to efficiently carry out field operations, including consumer assistance and coordination, meter reading, monitoring of electricity consumption, and implementation of service disconnections. The procurement aims to improve operational efficiency, enhance personnel mobility, facilitate timely field activities, and support the effective delivery of services to member-consumer-owners within the Cooperative's franchise area.

II. MODE OF PROCUREMENT

The mode of procurement is through **simplified bidding or sealed canvass**.

III. SOURCE OF FUND

The fund for this engagement shall be sourced from the **General Fund (GF)**.

IV. PARTICULARS

DESCRIPTION	PARTICLUARS	UNITS	QTY
Supply and Delivery of Brand-New Motorcycle Units	Honda XRM 125 Motard	Units	25

V. INCLUSIONS

a. LTO Registration for three (3) years;
b. TPL Insurance; and
c. 12 months warranty or 12,000 km, whichever comes first.
d. Freebies (Helmet and Jacket)
e. 1 Liter Gas

VI. CONTRACT/DELIVERY PERIOD

Delivery of the brand-new motorcycle units shall be made not later than fifteen (15) calendar days from receipt of the Purchase Order and the same shall be delivered to ISELCO-I Main Office in Victoria, Alicia, Isabela, within office hours and on regular working days.

VII. MANNER OF DELIVERY

Delivery shall be F.O.B. ISELCO-I Main Office, Victoria, Alicia, Isabela.

VIII. PAYMENT TERM

Payment shall be made by ISELCO-I after complete delivery and acceptance of the motorcycle units (Cash on Delivery).

IX. BID VALIDITY

Bids shall be valid for a period of **thirty (30) to sixty (60) calendar days from the date of the opening of bids**.

X. RESPONSIBILITY OF THE DEALER/SUPPLIER

1. Conduct of test drive for the motorcycles;

2. Warranty card should be turned over to ISELCO-I on the same date of delivery of the motorcycles;

3. Provide training of at least one (1) hour on proper operation, maintenance, and troubleshooting for the motorcycles at the Supplier's cost;

4. After Sales Service and Support during the warranty period. All reported defects shall be immediately, completely, fully, and satisfactorily repaired/replaced by the winning dealer/supplier within seventy-two (72) hours after receipt of notification in any form of communication, such as, but not limited to, electronic mail, internet platform, oral, and/or written notices from the authorized ISELCO-I officials and/or employees; and

5. The winning bidder/supplier shall warrant that the goods subject of the Purchase Order is free from latent defects which are not apparent during the inspection and testing periods.

XI. INSPECTION AND TESTING

The delivered motorcycle units shall be subjected to visual and functional inspection, testing, and other parameters by ISELCO-I, such as, but not limited to:

1. Quantity per item and accessories, if applicable;
2. Compliance to specification (offered vs. delivered);
3. Functionality; and
4. Test Drive.

ISELCO-I reserves the right to accept or reject any or all motorcycle units delivered that are not in accordance with the specifications of Honda XRM 125 Motard.

XII. RESOLUTION OF A TIE

If two or more bidders have identical, lowest, and responsive bids, a tie-breaking method will be used to determine the winner. The tie will be resolved by random selection: a coin toss for two bidders, or drawing lots, or a wheel of fortune for more than two bidders (in alphabetical order).

The decision from the tie-breaking process is final and binding.

XIII. LIQUIDATED DAMAGES

a) Where the Dealer/Supplier fails to satisfactorily deliver the motorcycle units within the specified contract time, inclusive of duly granted time extensions, if any, and is thereby in default under the contract, the Supplier 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 of the contract, 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 its other courses of action and remedies available under the circumstances.

b) For entitlement to such liquidated damages, ISELCO-I need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Dealer/Supplier under the Contract, without prejudice to any other remedies available to ISELCO-I under the Contract and applicable laws, rules, and regulations.

XIV. FORCE MAJEURE

In the event of force majeure, such as, but not limited to, flood, fire, storm, typhoon, earthquake, or other unforeseen events beyond the reasonable control of the Dealer/Supplier, which prevent the fulfillment of contractual obligations, the Supplier shall promptly notify ISELCO-I in writing of the occurrence and its cause. Unless otherwise directed in writing by ISELCO-I, the Supplier shall continue to perform its obligations under the contract to the extent reasonably practicable and shall exert all reasonable efforts to implement alternative means of performance not rendered impossible by the force majeure event.

XV. CONFIDENTIALITY CLAUSE

The Supplier shall not disclose the contents of any documents, materials, project manuals, solutions used, or any information that would compromise the position of the Cooperative and must strictly adhere to the provisions of RA 10173 or the Data Privacy Act of 2012. The bidder/s must maintain the information obtained from the Cooperative in strict confidentiality.

XVI. RESERVATION CLAUSE

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.

ISELCO-I also reserves the right to inspect or test the motorcycle units and to accept or reject them, not to accept or receive, return any units, and cancel the corresponding contract if the units are found to be defective, incomplete, or non-compliant with the specifications of a Honda XRM 125 Motard.

Prepared by:

SGD. ENGR. HUBERT G. AGUIMBAG
TWG-Member

SGD. ENGR. ALDWIN A. MACATBAG
TWG-Member

SGD. ENGR. MARK EMERSON A. BERNABE
TWG-Member

SGD. MR. RODRIGO V. RAQUIPO, JR.
TWG-End-User

SGD. ENGR. MARLY C. JALLORINA
TWG-Chairperson

LIST OF ACCREDITATION REQUIREMENTS

a) DTI Business Name Registration/SEC Registration Certificate;
b) Valid and current Mayor's Permit/Municipal License;
c) Tax Payer's Identification Number;
d) BIR Value Added Tax Registration;
e) Certification under oath 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;
f) Compliance with E.O. No. 398

   a. Proof of VAT payment for the past six (6) months; and
   b. Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the government;

g) On-going, completed or awarded contract not yet started within one (1) year prior to the date of the opening of bids, specifying the following:

   a. Name of the contract;
   b Date of contract;
   c. Amount of contract and value of outstanding contracts;
   d. Date of Delivery; and
   e. End-user's acceptance if completed.

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Bid Proposal

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Gentlemen and/or Ladies:

Having examined the *Invitation to Bid* and *Terms of Reference* for Simplified Bidding No. 49, Series of 2026, the receipt of which is hereby duly acknowledged, we, the undersigned, offer our bid for the project entitled "Procurement of Supply and Delivery of Brand-New Motorcycle Units", for the amount as follows:

PHP (amount in Nos.) (amount in words)

inclusive of any and all taxes (including, but not limited to, the applicable Value Added Tax), fees, charges, duties, and such other imposts or levies which may be required by the government, both national and local.

We undertake, if our bid is accepted, to supply and deliver brand-new motorcycle units, in accordance with the delivery schedule specified in the *Terms of Reference*.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest bid or any bid you may receive.

This Bid shall be valid for a period of _____ days from the date of the opening of bids and it shall remain binding upon us at any time before the expiration of that period.

We likewise certify/confirm that, the undersigned is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the project entitled "Procurement of Supply and Delivery of Brand-New Motorcycle Units", involving Isabela-I Electric Cooperative, Inc. (ISELCO-I).

Signed on this _____ day of _____, 2026.

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)
Contact Number: _____
Email Address: _____

LOT NO.	DESCRIPTION	QTY		Unit Price	Total
I	Procurement of Supply and Delivery of Brand-New Motorcycle Units	25	Units		

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)
Contact Number: _____
Email Address: _____

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Warranty

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON WARRANTY BEING OFFERED

Contract/Project : _____

Sir/Ma'am:

For the above-named project, we hereby provide a warranty of _____ (___) years against _____, or up to _____ kilometers of use, whichever comes first, reckoned from the date of delivery and acceptance of the motorcycle units.

However, the above-stipulated warranty does not cover those arising from _____ *(state circumstances not covered by warranty such as fortuitous events, force majeure, etc.)*.

This statement is in compliance with the requirements of the ISABELA-I ELECTRIC COOPERATIVE, INC. (ISELCO-I), Bids and Awards Committee (BAC).

For your reference.

Very truly yours,

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Delivery Schedule

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON DELIVERY SCHEDULE

Sir/Ma'am:

This is to confirm the schedule of delivery for the project entitled _____.

LOT NO.	DESCRIPTION	SUPPLIER'S SCHEDULE OF DELIVERY
I	**Procurement of Supply and Delivery of Brand-New Motorcycle Units**	

I hereby certify to comply with the above schedule of delivery for the project entitled "Procurement of Supply and Delivery of Brand-New Motorcycle Units".

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Payment Term

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON PAYMENT TERM

Sir/Ma'am:

This is to formally confirm/propose the payment terms and schedule for the project entitled "Procurement of Supply and Delivery of Brand-New Motorcycle Units".

Below are the details of the agreed/proposed payment arrangement for the project:

LOT NO.	DESCRIPTION	PAYMENT TERM
I	Procurement of Supply and Delivery of Brand-New Motorcycle Units	(Project payment term)

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Technical Specifications

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

DETAILS OF TECHNICAL SPECIFICATIONS

Sir/Ma'am:

The details of technical specifications are as follows:

LOT NO.	DESCRIPTION	REQUIRED SPECIFICATIONS/ DESCRIPTION	OFFERED SPECIFICATIONS/ DESCRIPTION
I	Procurement of Supply and Delivery of Brand-New Motorcycle Units	(Insert specifications as required from the Terms of Reference)	(Insert proposed specifications)

Note: You must add the inclusions and other specifications, if applicable.

I hereby declare that the information provided above is accurate and agree to the terms and conditions outlined in the *Terms of Reference*.

_____
(Signature)

_____
(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)