



ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

INVITATION TO BID
Simplified Bidding No. 42
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), now invites interested bidders to participate and submit bid proposals relative to the project entitled **"Procurement of Supply and Delivery of 100KVA Distribution Transformers"**, to wit:

LOT NO.	DESCRIPTION	QUANTITY	SOURCE OF FUND	CONTRACT/DELIVERY PERIOD	PAYMENT TERM
I	Supply and Delivery of 100KVA Distribution Transformers	Three (3) Units	General Fund	Not later than five (5) calendar days from receipt of the Purchase Order	Thirty (30) days after complete delivery and acceptance

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 **electronic submission**, through the official email address of the ISELCO-I BAC Secretariat (bac@iselco-1.com), on or before **10 September 2026, Thursday, at 2:00 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 **10 September 2026, 2:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.



ISELCO-I

ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

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 Chairman



ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

TERMS OF REFERENCE

I. PROJECT DESCRIPTION

Procurement of Supply and Delivery of 100 KVA Distribution Transformers.

II. PURPOSE

This procurement aims to provide adequate and reliable electrical power capacity, enhance the efficiency and stability of the Cooperative’s electrical distribution system, and ensure the continuous and safe operation of its facilities and equipment.

III. MODE OF PROCUREMENT

The mode of procurement is through Simplified Bidding (Sealed Canvass).

IV. SOURCE OF FUND

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

V. PARTICULARS OF THE DISTRIBUTION TRANSFORMERS

LOT NO.	DESCRIPTION	SPECIFICATION	UNITS	QTY
I	100 KVA Distribution Transformer	Country of Origin: Europe/USA/Korea/Philippines, Conventional, Amorphous, Pole Type, Copper to Aluminum as per NEA Specification, with Manufacturer’s Certificate, Brand New, Transformer Loss as per NEA Standard, Double Bushing with Tap Changer	units	3

VI. WARRANTY

To ensure that manufacturing defects shall be corrected, bidders shall provide in their bid offers/proposals a warranty period of **three (3) years from delivery and acceptance** for the distribution transformers to which they are submitting their respective bids.

Any distribution transformers found defective within the warranty period shall be repaired/replaced by the supplier at no additional cost to the Cooperative.

VII. 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.

VIII. CONTRACT/DELIVERY PERIOD

Delivery of the 100 KVA distribution transformers shall be made not later than five (5) calendar days from receipt of the Purchase Order.

IX. MANNER OF DELIVERY

Delivery of the 100 KVA distribution transformers shall be F.O.B ISELCO-I, Victoria, Isabela.



ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabel

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

X. INSPECTION

Delivered 100 KVA distribution transformers shall be subject to inspection and acceptance by the duly designated Technical Working Group and further verified by the representative of the Internal Audit Department, prior to final acceptance and payment.

Final acceptance shall be issued only after verification and determination of full compliance with the TOR. Any deficiencies/defects identified during inspection shall be corrected by the Supplier before final acceptance at no additional cost to ISELCO-I.

XI. PAYMENT TERM

ISELCO-I shall pay the Supplier thirty days (30) days after complete delivery and acceptance of the 100 KVA distribution transformers.

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 Supplier fails to satisfactorily deliver the 100 KVA distribution transformers 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.
- a) 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 Supplier under the contract.

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 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.



ISELCO-I

ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

XV. CONFIDENTIALITY CLAUSE

The Supplier shall not disclose the contents of any documents or any information included herein 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 Supplier 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.

Prepared by:

ENGR. HUBERT G. AGUIMBAG
TWG-Member

ENGR. ALDWIN A. MACATBAG
TWG-Member

ENGR. MARK EMERSON A. BERNABE
TWG-Member

ENGR. CRESENCIO D. VALEROZO JR.
TWG-End-User

ENGR. MARLY. C. JALLORINA
TWG-Chairperson



ISELCO-I

ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

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. 42, 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 100 KVA Distribution Transformers”, for the amount as follows:

<u>PHP (amount in Nos.)</u>	<u>(amount in words)</u>
-----------------------------	--------------------------

inclusive of any and all taxes (including, but not limited to, the applicable Value Added Tax), fees, 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 100 KVA distribution transformers, 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 100 KVA Distribution Transformers”, 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 100 KVA Distribution Transformers	3	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 are giving _____ warranty period against _____, from delivery and acceptance of the project.

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 100 KVA Distribution Transformers	

I hereby certify to comply with the above schedule of delivery for the project entitled “Procurement of Supply and Delivery of 100 KVA Distribution Transformers”.

(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 100 KVA Distribution Transformers”.

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 100 KVA Distribution Transformers	(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 100 KVA Distribution Transformers	(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)