

**INVITATION TO BID**  
(BAC Control No. 2024-011)

**CONTRACTED SERVICES FOR TRIMMING**

1. DAGUPAN ELECTRIC CORPORATION (DECORP), through the Bids and Awards Committee (BAC), invites service providers to participate in the bidding of the following:

Project	Location	Approved Budget for Labor Cost	Estimated Number of Working days	Bid Document Fee (non - refundable)	Source of Fund
Trimming under 13.8 kV Distribution Line <b>(SB2024-001LMS)</b>	Sta. Barbara Area	Php 111,800.00 for 13 days of trimming	13 working days (April 17 to May 2, 2024)	PHP 110.00 (VAT inclusive)	General Fund
Trimming under 13.8 kV Distribution Line <b>(MG2024-002LMS)</b>	Manaoag & San Jacinto Area	Php 215,000.00 for 25 days of trimming	25 working days (May 2-4, 6-11, 13-18, 20-25, 27-30, 2024)	PHP 215.00 (VAT inclusive)	General Fund

2. Bids beyond the abovementioned amount shall be immediately denied upon the opening of such bids.
3. Please refer to the calendar of activities below:

<b>CALENDAR OF ACTIVITIES</b>			
Activity	Date and Time	Venue	Remarks
Submission of Letter of Intent and pre-qualification documents	April 1 - April 2, 2024	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Requirements may be submitted in portable document format (PDF) with the required supporting documents via email to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>
Issuance of Bid Documents	April 3, 2024	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	1. The bid documents may be retrieved in portable document format (PDF) via email.

			2. Kindly send the request to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>
Deadline for submission of queries	April 4, 2024 5 p.m.	-	Those shortlisted may send their queries through the form below:  <a href="#">(Bidder form)</a>  If there are no queries, there will be no pre-bid conference and the bidders may proceed to submit their bid proposals and pay their bid documents fee on the schedule indicated below.
Pre-bid Conference	April 5, 2024	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City  <i>Online attendees must signify their intention to participate in the virtual pre-bid conference in their LOI. The meeting code will be provided thereafter.</i>	Prior to the pre-bid conference, please send the following details to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a> :  1. Names of attendees 2. Number of attendees 3. Contact Numbers 4. Email addresses
Deadline for submission of bid proposals and payment of bid documents fee	April 12, 2024; 10 a.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Kindly submit your bid proposal in a sealed envelope and a copy of proof of payment of bid documents fee.

4. Interested service providers must submit the following pre-qualification documents to be able to participate:

**A. For DECORP accredited contractors:**

- a. Certificate of Accreditation issued by DECORP

**B. For non-accredited service contractors:**

- a. Company Profile, which includes:
- i. Organizational chart and list of qualified key personnel for the project;
  - ii. List of completed relevant construction projects
  - iii. List of all relevant on-going and awarded projects;
  - iv. List of owned construction equipment and proofs of ownership; and
  - v. List of leased or rented construction equipment and certified copies of contracts of lease or rent;
- b. Certified copy of Applicant's Contracting License and/or Certificate of Business Registration (DOLE 174 Registration Certificate);

- c. Photocopy of Department of Trade and Industry (DTI) Registration Certificate or Securities & Exchange Commission (SEC) Registration Certificate, whichever is applicable.
- d. Photocopy of the company's latest Income Tax Return stamped by the BIR, Tax Clearance (Form 17.1B) or Certificate of Registration (BIR Form 2303)
- e. Latest Financial Statements, which include:
  - i. Certified copy of Applicant's All Risk Insurance and Third Party Liability Insurance issued by a bonding company;
  - ii. Credit line certificate or Net Financial Contracting Capacity which must be at least equal to the approved in-house estimate;
- f. Affidavit of Authorization/ Special Power of Attorney / Secretary's Certificate of person/s who shall sign, make, and file for on behalf of the Applicant;
- g. Business permit;
- h. Other pertinent permits.

The abovementioned eligibility requirements must be submitted together with the Letter of Intent (LOI).

The following shall also serve as the basis during the bid evaluation:

- 1. At least five (5) years of experience in project management services and work experience related to electric utility using best practices.
  - 2. Capability to deploy trained personnel in accordance with the table above.
5. The Bid Documents shall only be provided to suppliers who submit an LOI and meet the eligibility requirements. The Bid Document Fee (non-refundable) shall be payable upon submission of bid proposals.
6. DECORP reserves the right to reject any and all applicants to pre-qualify and bid and to annul the bidding process and reject all bids at any time prior to the award of the contract, without incurring any liability whatsoever. DECORP assumes no responsibility for expenses incurred by the bidders to participate in the bidding process. DECORP reserves the right to accept the proposal most advantageous to it.
7. For further inquiries, please check the Terms of Reference and/or message the BAC secretariat at [bids@decorp.com.ph](mailto:bids@decorp.com.ph).

Please be guided accordingly.

sgd.  
**ENGR. CLARISSA M. ROMBAOA**  
BAC Chairperson, DECORP