

**INVITATION TO BID**  
(BAC Control No. 2024-023)

**CONTRACTED SERVICES FOR CUSTOMER ACCOUNTING SECTION (CAS) OFFICE PARTITION**

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

| # | Project  | Approved Budget for Labor Cost | Estimated Number of Working days | Bid Document Fee (non - refundable) | Source of Fund |
|---|--|--------------------------------|----------------------------------|-------------------------------------|----------------|
| 1 | Customer Accounting Section (CAS) Office Partition | Php 875,191.70                 | 30                               | PHP 875.00 (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 (LOI) and pre-qualification documents | May 20-22, 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  | May 23, 2024           | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City | The bid documents may be retrieved in portable document format (PDF) via email.<br><br>Kindly send the request to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>  |
| Deadline of submission of queries                                    | May 24, 2024<br>5 p.m. | -   | Those shortlisted may send their queries through the form below:<br><br><a href="#">(Bidder form)</a><br><br>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  | May 27, 2024<br>9:00 a.m.  | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City<br><br><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> :<br><br>1. Names of attendees<br>2. Number of attendees<br>3. Contact Numbers<br>4. Email addresses  |
| Deadline for submission of bid proposals and payment of bid documents fee | June 3, 2024;<br>1:30 p.m. | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City<br><br>- or -<br><br>3F Veria Bldg, 02 West Avenue, Quezon City 1104   | Kindly submit your bid proposals in sealed envelopes.<br><br>Please write the OR number on the envelope and send the soft copy of the OR to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a> .<br><br>For online payments, please message the BAC for additional instructions. |
| Opening of bids   | June 5, 2024; 9 a.m.       | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City.   | Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.   |

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).

- 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