

**INVITATION TO BID**  
(BAC Control No. 2024-038)

**PROCUREMENT OF BRAND NEW SUZUKI S-PRESSO MODEL 2024 AND SUZUKI CARRY UV MODEL 2024**

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

Item No.	Project	Description	Approved Budget Cost (VAT inclusive)	Bid Document Fee (non - refundable)	Source of Fund
1	<b>Purchase of One (1) Brand New Suzuki S-presso Model 2024 (RRSA-2024-014)</b>	Suzuki S-Presso AGS or Equivalent (within the fleet brands of DECORP)  1.01L Gasoline 3 Cylinder 12 Valve, Displacement 998cc, 5 Doors 5-Seating Capacity with Spacious Leg Room, Driver and Passenger's Airbags, Security Lock Alarm System, Basic Sensors, 14-inch Alloy Wheel, Manual and Auto Air Conditioning, Automatic Transmission , 3565x1520x1565mm, Auto Brake System(ABS)  -1 unit	Php 660,000.00	Php 660.00 (VAT inclusive)	General Fund
2	<b>Purchase of Two (2) Brand New Suzuki Carry UV Model 2024 (RRSA-2024-016)</b>	Suzuki Carry UV or Equivalent (within the fleet brands of DECORP)  1.5L Gasoline 4 Cylinder 16 Valve DOHC, Displacement 1462cc, 4 Doors 14-Seating Capacity with Spacious Leg Room,, Driver and Passenger's Airbags, Security Lock Alarm System, Basic Sensors, 165/80 R13 Steel Wheel, Manual Air Conditioning, White Color, Manual Transmission,	Php 1,478,000.00	Php 1,450.00 (VAT inclusive)	General Fund

		4344×17650×12030mm, Auto Brake System(ABS)			
		- 2 units			

2. Kindly check the terms of reference for the specifications.
3. Bids beyond the abovementioned amount shall be immediately denied upon the opening of such bids.
4. Please refer to the calendar of activities below:

CALENDAR OF ACTIVITIES			
Activity	Date and Time	Venue	Remarks
Submission of Letter of Intent (LOI) and pre-qualification documents	July 22 – 25, 2024, 5 pm	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	July 26, 2024, 9 a.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	The bid documents may be retrieved in portable document format (PDF) via email.  Kindly send the request to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>
Deadline of submission of queries	July 26, 2024 5 pm	-	Those shortlisted may send their queries through the form below:  <a href="#">(Bidder form)</a>
Pre-bid conference	July 29, 2024, 9 a.m.	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> :  <ol style="list-style-type: none"> <li>1. Names of attendees</li> <li>2. Number of attendees</li> <li>3. Contact Numbers</li> <li>4. Email addresses</li> </ol>

Deadline for submission of bid proposals and payment of bid documents fee	August 5, 2024 5 p.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Kindly submit your bid proposals in sealed envelopes.  Please write the OR number of the Bid Documents Fee on the envelope and send the soft copy of the OR to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a> .  For online payments, please message the BAC for additional instructions.
Opening of Bid Documents	August 6, 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.

5. Interested suppliers must submit the following pre-qualification documents to be able to participate:

**A. For DECORP accredited suppliers:**

- a. Certificate of Accreditation issued by DECORP

**B. For non-accredited suppliers:**

- a. Company Profile, which includes:
  - i. Organizational chart and list of qualified key personnel for the project;
  - ii. List of all relevant on-going and awarded projects;
- b. Photocopy of Securities & Exchange Commission (SEC) Registration Certificate or Department of Trade and Industry (DTI) Registration Certificate, as applicable;
- c. 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);
- d. 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;
- e. Business permit; and
- f. Other pertinent permits.

6. 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.

7. All bids shall be accompanied by a Bid Bond amounting to five percent (5%) of the Approved Budget Cost. The Bid Bond shall be in the form of a surety bond, callable on demand, issued by a bonding agency acceptable to DECORP, or in cash, manager's check, cashier's check, bank guarantee, or irrevocable letter of credit.

8. 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.
  
9. 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