

**INVITATION TO BID**  
(BAC Control No. 2024-040)

**PROCUREMENT OF DOT MATRIX PRINTERS AND NETWORK CABLES**

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

| <b>Qty.</b> | <b>Project / Description</b>  | <b>Approved Budget<br/>(VAT inclusive)</b> | <b>Bid Document Fee<br/>(non - refundable)</b> | <b>Source of Fund</b> |
|-------------|---|--|--|-----------------------|
| 10 units    | Dot Matrix Printer (Epson LX 310 Dot Matrix Printer or equivalent)  | Php 123,600.00                             | Php 120.00<br><i>(VAT inclusive)</i>           | General Fund          |
| 5 units     | Dot Matrix Printer (Epson FX 2190II Dot Matrix Printer or equivalent)   | Php 181,550.00                             | Php 180.00<br><i>(VAT inclusive)</i>           | General Fund          |
| 1 box       | Network Cable (D-link NCB-C6UBLUR-305-24 Cat6 network cable, 305 meter per box or equivalent)                     | Php 5,700.00                               | Php 5.00                                       | General Fund          |
| 1 box       | Network Cable (Belden Cat6 F/UTP #23AWG Solid bare copper outdoor cable, 305 meters per box, Black or equivalent) | Php 19,600.00                              | Php 15.00                                      | General Fund          |

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:

| <b>CALENDAR OF ACTIVITIES</b>  |                              |   |  |
|--|------------------------------|---|--|
| <b>Activity</b>  | <b>Date and Time</b>         | <b>Venue</b>  | <b>Remarks</b>   |
| Submission of Letter of Intent (LOI) and pre-qualification documents | August 14 - 16, 2024, 5 p.m. | 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> |

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|---|----------------------------|--|---|
| Issuance of Bid Documents   | August 19, 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.<br><br>Kindly send the request to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>  |
| Deadline of submission of queries   | August 19, 2024, 5:00 p.m. | -  | Those shortlisted may send their queries through the form below:<br><br><a href="#">(Bidder form)</a>   |
| Pre-bid conference  | August 20, 2024, 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><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, payment of bid documents fee and bid bond | August 27, 2024, 5:00 p.m. | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City  | Kindly submit your bid proposals in sealed envelopes.<br><br>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> .<br><br>For online payments, please message the BAC for additional instructions. |
| Opening of Bid Documents  | August 28, 2024, 9:00 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:**

1. Certificate of Accreditation issued by DECORP

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

1. Company Profile, which includes:
    - a. Organizational chart and list of qualified key personnel for the project;
    - b. List of all relevant on-going and awarded projects;
  2. Photocopy of Department of Trade and Industry (DTI) Registration Certificate or Securities & Exchange Commission (SEC) Registration Certificate, whichever is applicable.
  3. 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);
  4. 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;
  5. Business permit; and
  6. 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