

**INVITATION TO BID**  
(BAC Control No. 2024-003)

**PROCUREMENT OF SINGLE PHASE DISTRIBUTION TRANSFORMERS**

1. The **DAGUPAN ELECTRIC CORPORATION (DECORP)**, intends to apply the approved contract budget of **TWENTY-THREE MILLION NINETY-FIVE THOUSAND NINE HUNDRED PESOS** (Php 23,095,900.00), inclusive of VAT, to payments under the contract for the **Procurement of Single Phase Distribution Transformers (TEMS-2024-001), BAC Control No. 2024-003**. Bids that are beyond the approved contract budget will be immediately denied upon opening of bids.
2. DECORP, through the Bids and Awards Committee (BAC), invites suppliers to participate in the bidding of the aforementioned procurement project. 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 and pre-qualification documents	March 07 – 10, 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	March 11, 2024	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>
Pre-bid conference	March 12, 2024; 10 a.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	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	March 19, 2024; 4 p.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 (Php 12,300.00)

3. 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;
  - 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.
4. The Bid Documents shall only be provided to suppliers who submit an LOI and meet the eligibility requirements. The payment of the applicable fee for the bid documents, pursuant to the procurement guidelines issued by the ERC, is in the amount of **TWELVE THOUSAND THREE HUNDRED PESOS (PHP 12,300.00)**. Bid Document Fee (non-refundable) shall be payable upon submission of bid proposals.
5. 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.
6. 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.

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