

**INVITATION TO BID**  
(BAC Control No. 2024-009)

**PROCUREMENT OF POLYPHASE ELECTRICITY METERS**

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

Item No.	Project	Approved Budget Cost	Bid Document Fee (non - refundable)	Source of Fund
1	Polyphase Electricity Meters (RRSA-2024-0002)	Php 676,000.00	PHP 676.00 (VAT inclusive)	General Fund
2	Polyphase Electricity Meters (RRSA-2024-0003)	Php 250,000.00	PHP 250.00 (VAT inclusive)	General Fund

2. Kindly refer to attached terms of reference for the specifications.

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	March 27 – 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	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	April 4, 2024, 9:30 a.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City  <i>Online attendees must signify their intention to participate in the <b>virtual pre-bid conference</b> in their LOI. The meeting</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>

		<i>code will be provided thereafter.</i>	
Deadline for submission of bid proposals and payment of bid documents fee	April 11, 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.

4. 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.

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