



Pampanga I Electric Cooperative, Inc.
Sto. Domingo, Mexico, Pampanga

Cellphone Nos.: 0917-554-0565, 0917-324-7983, 0932-842-6791
0932-856-4909, 0939-904-5226, 0939-923-5220
Tel. No.: (045)361-2329, Fax. No.: (045)361-2330
E-mails: pelcolbac@pelcol.org.ph

October 01, 2020

INVITATION TO BID

The PELCO I's Bids and Awards Committee (BAC) invites all interested bidders to submit bids for the following contract:

SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE YEAR 2021

Source of Funding: General Fund

Schedule of the Sealed Bidding

Submission of Eligibility Requirements - October 01 to October 15, 2020 (8:00AM to 5:00PM)
& Payment of Accreditation Fee

Submission and Opening of Bids - October 16, 2020 (2:00PM)

Interested providers may submit their eligibility requirements and pay the non-refundable accreditation fee amounting to **ONE THOUSAND PESOS (Php1,000)** to the BAC Secretariat at PELCO I Main Office, Sto. Domingo, Mexico, Pampanga.

For the eligibility requirements and other inquiry, please contact, Ms. Joy Camille P. Garcia, BAC Secretariat at contact numbers and email stated above.


ENGR. ROY M. DE LEON
BAC Chairperson

Noted by:


ENGR. REMILUZ C. MAGLAQUI
OIC - General Manager


10/01/2020



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INSTRUCTION TO THE BIDDERS

For the Submission of Accreditation Requirements and Payment of Accreditation Fee:

You can submit the accreditation requirements and pay the accreditation fee at the PELCO I Office provided that:

- a. Inform the BAC Secretariat prior on the date of your visit at the Office.
- b. The representative should wear PPE. (*face mask, face shield, gloves, etc.*)
- c. Social distancing must be observed
- d. Only one (1) person can go inside to submit the documents and pay the accreditation fee of Php1,000.

Submission of accreditation requirements and payment of accreditation fee shall be on October 01 to October 15, 2020 ONLY from 8:00AM to 5:00PM to the BAC Secretariat.

For the Submission and Opening of Bids:

Official Bid Form shall be issued to you thru e – mail after satisfying the accreditation requirements and paying the corresponding fee.

You can submit your bid offer using the Official Bid Form which will be provided by the BAC thru:

- a. Online by sending it ONLY on the official e – mail address of the BAC.
(pelco1bac@pelco1.org.ph)

All bid offers should be submitted on October 16, 2020 at exactly 2:00PM. Late submission of bids will not be accepted.

[Company Logo/Letterhead here]

October __, 2020

Bids and Awards Committee

PELCO 1 Headquarters
Sto. Domingo, Mexico, Pampanga

Attention: Engr. Roy M. De Leon
BAC Chairperson

Subject: Letter of Application for Accreditation

Dear BAC Chairperson,

We refer to your Invitation to Bid for the: **Supply & Delivery of Personal Protective Equipment (PPE) for the Year 2021**

We are pleased to express our interest in applying for accreditation and in participating in your bidding process. In this regard, we are providing you the following eligibility requirements for your evaluation:

1. Company Profile and Product Line;
2. Name, address and contact details, including telephone number(s), fax number(s) and email address(es);
3. DTI business name registration or SEC registration certificate;
4. Valid and current Mayor's permit/municipal license; (principal place of business);
5. Taxpayer's Identification Number;
6. BIR Value Added Tax Registration;
7. Proof of ongoing, completed or awarded projects/contracts in the past 2 years stating the following:
 - a. Name of the contract;
 - b. Date of contract;
 - c. Amount of contract and value of outstanding contracts;
 - d. Date of delivery;
 - e. End-user's acceptance, if completed

(Signature)

Printed Name of Bidder/Authorized Representative
Position/Designation