



October 21, 2025

TO ALL INTERESTED AND ELIGIBLE BIDDERS:

Subject: *Invitation to Submit Quotation — Simplified Procurement of Housewiring Materials for Higatangan Island*

Greetings!

Pursuant to Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act*, the Biliran Electric Cooperative, Inc. (BILECO), through its Bids and Awards Committee (BAC), is undertaking a Small Value Procurement for housewiring materials intended for Higatangan Island.

We now invite interested and eligible suppliers or contractors to participate in this procurement activity and submit the following **requirements** on or before **October 28, 2025**:

1. Accomplished Quotation Sheet
2. Technical Proposal (indicating technical specifications)
3. Valid government-issued ID of the authorized representative
4. Authorization Letter (if the representative is not the proprietor)

Please take note of the provisions stated in the attached pro-forma contract, including requirements for **performance security, warranty, and retention**. The BAC may also conduct a **Post-Qualification Activity** at its discretion to be charged against the concerned supplier.

Accreditation Requirement

Interested firms must first undergo accreditation. The **accreditation fee of ₱1,000.00** may be deposited to the following account for your convenience:

- **Account Name:** BILECO
- **Account Number:** 3136-7000-2277
- **Bank Name:** PNB – Naval (Biliran) Branch

Accreditation documents required:

1. DTI Business Name Registration or SEC Certificate of Incorporation
2. Valid and current Mayor's or Business Permit
3. BIR Tax Identification Number (TIN)
4. BIR VAT Registration
5. Sworn Statement that the company is not blacklisted or banned from bidding by any government agency, private corporation, or electric cooperative
6. Compliance with Executive Order No. 398, including:
 - Proof of VAT payments for the past six (6) months
 - BIR Tax Clearance for the last two (2) quarters
7. List of ongoing, completed, or awarded contracts (if applicable), indicating:
 - Name and nature of contract
 - Date and amount of contract
 - Expected completion or actual delivery date
 - Certificate of acceptance, if completed



BILECO

We serve, because we care.

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www.bileco.net

(053)500-9040
09486749991
09052559119
bilecoofficial

Soft copies of the above documents are acceptable for initial submission. However, **original or certified true copies** must be submitted within **five (5) working days** from the date of electronic submission. This period may be adjusted depending on delivery constraints based on your location.

All submitted quotations will be evaluated in accordance with the criteria set by the BAC, consistent with the principles of transparency, competitiveness, and economy as provided under RA 9184.

Should you have any inquiries or clarifications, please contact our BAC Secretariat at 0906-406-0047 or (053) 500-9042.

We look forward to your participation in this procurement activity. Thank you and best regards.

Very truly yours,

EDRICH C. SACARE, REE
BAC Chairman

Noted:

GERARDO N. OLEDAN, REE
General Manager



BILIRAN ELECTRIC COOPERATIVE, INC.
 (BILECO)
 Caraycaray, Naval, Biliran
 Tel.Nos. 500-9040 to 42, Area Code 053
 website: www.bileco.net email: bilecobac@gmail.com

Technical Proposal

Technical Data Sheet

Simplified Bidding

HOUSEWIRING MATERIALS: Higatangan Distribution Line Enhancement Project

NAME OF SUPPLIER: _____

NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	SUPPLIER'S SPECIFICATIONS
HOUSEWIRING MATERIALS: Higatangan Distribution Line Enhancement Project				
1	63	units	Electronic Kilowatt-hour meter	
			Single Phase, Two Wire	
			Rated Voltage: 240V @ 60 Hz	
			Current Range: up to 60A	
			Meter Class: 60	
			Accuracy Class: 1 or better	
			Standard: IEC	
			Bottom Connected	
			Power Supply: Transformer Type	
			Operating Range: -40°C to + 70°C	
			Measured Energy Values:	
			Kilowatt-Hour	
			Instantaneous Kw, Current & Voltage	
			Register: LCD type, Large Display, Configurabe, UV Resistant with internal battery	
			Anti-Theft Features	
			Meter Serial Number with Barcode Font Size: Size 20 (Bold)	
			Requirement: ERC test report, ERC Seal & Sticker, ERC Approved type certificate	
			Warranty: Minimum of Two (2) years	
			ISO 9001 (Quality Standard) Certified	
2	63	pcs	Seal, Meter Plastic	
			Sealing wire: Stainless Steel Wire	
			Material: Polypropilen co-polymer	
			Customize : 6 Character (BILECO) Marking	
			Numbering : 6 Digits	
			Color : Any color (Red, Green, Yellow)	
			ISO 9001 (Quality Standard) Certified	

3	1,890	meters	Conductor, Duplex, #6 AWG	
			Conductor Size: 6 AWG	
			Insulation Type: Crosslinked Polyethylene	
			Bulletin No.: DX2240	
			Title: NEA Cnductor, Wire and Attachment Specifications	
			Aluminum Wire Wrapped around a central Zinc-coated round Steel-wire Core	
			Reference: NEA Technical Specification # 224	
			Made: Republic of the Philippines	
			Warranty: Minimum of 2 years	
			ISO : 9001-2000 (Quality Standard)	
4	126	pcs	Connector, Compression	
			Tap #6 - #2 ACSR Run To #6 - #2	
			HOUSEWIRING MATERIALS	
5	63	sets	Circuit Breaker, 15 Amps, Surface	
6	126	pcs	Receptacle, Lamp Holder, 2"	
7	126	pcs	LED Bulb, 15W	
8	126	sets	Tumbler Switch, Surface	
9	63	sets	Convenience Outlet, 2 gang, Surface	
10	126	pcs	Junction Box (plastic with cover), 2x4	
11	315	mtrs	Wire, PDX #10	
12	630	mtrs	Wire, PDX #12	
13	630	mtrs	Wire, PDX #14	
14	63	rolls	Electrical Tape, 5 mtrs	
15	19	boxes	Insulated, Staple Wire, 100 pcs/bx	
16	63	pcs	EMT Entrance Cap, 1/2"	
17	63	pcs	EMT LB Conduit, 1/2"	

18	63	length	EMT Pipe, 1/2"	
19	189	pcs	EMT Elbow, 1/2"	
20	126	pcs	EMT Reducer 1" x 1/2"	
21	315	pcs	EMT Connector, 1/2"	
22	252	pcs	EMT Coupling, 1/2"	
23	378	pcs	PVC C-Clamp, 1/2"	
24	189	mtrs	Wire, Grounding Aluminum Alloy, Stranded or Solid, #6 AWG	

note: Specify the brand and country of origin of every item offered

Signature Over Printed Name of Company Authorized Representative



BILECO BIDS AND AWARDS COMMITTEE

ACCREDITATION REQUIREMENTS

- DTI Business name registration or SEC registration certificate
- Valid and current Mayor's permit/municipal license
- Tax payer's identification number
- BIR Value Added Tax Registration
- Certificate that the supplier/contractor is not blacklisted or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives;
- Compliance with EO #398:
 - * Proof of VAT payments for the past six months
 - * Tax Clearance from the BIR for the last two quarters
- On-going, completed or awarded contract not yet started within the relevant period specifying the following:
 - * Name of Contract
 - * Date of Contract
 - * Amount of Contract and value of outstanding contracts
 - * Date of Delivery
 - * End-user's acceptance if completed
- One Thousand Pesos (Php1,000.00) accreditation fee



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**CONTRACT AGREEMENT
(Simplified Procurement)**

Supply and Delivery of Materials and Labor for Housewiring Connections to Unenergized Households, Higatangan Island – under the Higatangan Distribution Line Enhancement Project (MOA Control No. 2024-08-117)

This Contract Agreement is made and entered into by and between:

Biliran Electric Cooperative, Inc. (BILECO), a duly organized electric cooperative under the laws of the Republic of the Philippines, with principal office at Brgy. Caraycaray, Naval, Biliran, herein represented by its General Manager, **ENGR. GERARDO N. OLEDAN**, and Board President, **PASTOR M. MECAYDOR**, duly authorized by **Board Resolution No. [_____] Series of 2025**, hereinafter referred to as the **"Procuring Entity"**;

— and —

[Name of Supplier / Contractor], with office address at **[Address]**, duly represented herein by **[Authorized Representative]**, hereinafter referred to as the **"Supplier/Contractor."**

WITNESSETH THAT:

WHEREAS, BILECO is the recipient of subsidy funds from the National Electrification Administration as embodied through the Memorandum of Agreement entered into by the parties on December 10, 2024 to implement the housewiring materials for the electric service connection for potentially or identified household consumers in the Baranggay's of Mabini and Libertad located in Higatangan Island, Municipality of Naval, Biliran;

WHEREAS, under the Revised IRR of RA 9184, Small Value Procurement or Simplified Procurement shall be undertaken for this project with a total ABC of _____.

WHEREAS, after evaluation of quotations and canvass results, the BILECO Bids and Awards Committee (BAC) recommended the award of the contract to **[Name of Supplier/Contractor]** as the Lowest Calculated and Responsive Quotation (LCRQ);

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the parties hereby agree as follows:

I. SCOPE OF WORK

The Supplier/Contractor shall undertake the supply and delivery of housewiring materials and labor works necessary to complete the housewiring connections for identified unenergized households in Higatangan Island, as per the technical specifications and quantities prescribed in the Technical Proposal and Quotation attached as Annex "A."

II. CONTRACT PRICE

The total contract amount is P _____ (_____ Pesos) inclusive of all applicable taxes, fees, and charges.

Payment shall be made in accordance with the terms stipulated under Section VIII hereof, subject to submission of billing documents and inspection/acceptance reports by BILECO's authorized representatives.

III. CONTRACT DURATION

The entire project shall be completed within **[number] calendar days** from receipt of the **Notice to Proceed**.

IV. DELIVERY AND COMPLETION

1. Delivery Site: All materials shall be delivered to Higatangan Island, Naval, Biliran, or as directed in writing by BILECO's authorized representative.
2. Delivery Schedule: The Supplier/Contractor shall deliver the materials and commence installation works within [number] calendar days from receipt of the Notice to Proceed.
3. Inspection: All delivered materials shall be subject to inspection and acceptance by BILECO's authorized inspectors to ensure compliance with specifications.
4. Completion of Works: The housewiring connections, including installation and testing, shall be completed within the prescribed contract duration.
5. Delivery Receipt and Acceptance: The Supplier/Contractor shall submit duly signed Delivery Receipts (DRs) and Inspection and Acceptance Reports (IARs) for all items supplied and installed.
6. Transfer of Ownership: Ownership of all materials and completed works shall pass to BILECO upon full delivery, inspection, and acceptance.

V. PERFORMANCE SECURITY

Prior to signing this Contract, the Supplier/Contractor shall post a Performance Security in an amount equal to at least five percent (5%) of the total contract price if in the form of cash, cashier's/manager's check, or bank draft/guarantee.

VI. WARRANTY

The Supplier/Contractor warrants that all materials and works shall be free from defects for a period of one (1) year from the date of final acceptance by BILECO, in accordance with the IRR of RA 9184.

To ensure faithful compliance with this warranty, ten percent (10%) of the total amount due shall be retained by BILECO for a period of six (6) months from final acceptance, or until the issuance of a Certificate of Completion and Acceptance, whichever comes first. The retention money shall be released only upon expiration of the warranty period, provided that the work is free from defects and deficiencies.

VII. PENALTY FOR DELAY

A penalty of one-tenth of one percent (0.001) of the unperformed portion of the contract shall be imposed for each day of delay, pursuant to the IRR of RA 9184.

VIII. LIQUIDATED DAMAGES

If the Supplier/Contractor fails to deliver or complete within the specified period, BILECO may rescind the contract and impose liquidated damages as provided by RA 9184.

IX. TERMS OF PAYMENT

Payment shall be made as follows:

1. Progress or Full Payment: Upon satisfactory completion, inspection, and acceptance of all works by BILECO, and submission of all required documents.
2. Retention: Ten percent (10%) of each progress payment shall be retained by BILECO to cover uncorrected discovered defects and incomplete works, in compliance with the IRR of RA 9184.
3. The retention money shall be released after six (6) months from the date of final acceptance or upon posting of a Warranty Security of equivalent value, whichever is earlier.
4. Required Documents for Payment:
 - Original Supplier's Invoice/Billing Statement
 - Inspection and Acceptance Report
 - Delivery Receipts (DRs)
 - Certificate of Completion
 - Warranty Certificate
 - Performance Security and other required supporting documents

X. RESPONSIBILITIES OF THE PARTIES

- The Supplier/Contractor shall perform the works diligently, strictly following approved technical specifications.
- The Procuring Entity (BILECO) shall provide necessary coordination and supervision for proper implementation.

XI. GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the Republic of the Philippines. Any dispute shall be settled amicably; otherwise, the venue of action shall be in the proper courts of Naval, Biliran.

XI. EFFECTIVITY

This Contract shall take effect upon signing by both parties and issuance of the **Notice to Proceed**.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures
this ____ day of _____, 2025, at _____, Philippines.

BILIRAN ELECTRIC COOPERATIVE, INC. (BILECO)

By: _____
GERARDO N. OLEDAN, REE
General Manager

By: _____
PASTOR M. MECAYDOR
Board President

[SUPPLIER / CONTRACTOR]

By: _____
(Name & Signature)
Authorized Representative

WITNESSES:

ACKNOWLEDGMENT

Republic of the Philippines)
Naval Biliran) S.S.

BEFORE ME, a Notary Public for and in the Municipality of _____, this ___ day of _____, **20**____, personally appeared the following:

1. **ENGR. GERARDO N. OLEDAN**, known to me and identified through competent evidence of identity with ID NO. H07-99-003868 as the same person who executed the foregoing instrument on behalf of BILECO;
2. **PASTOR M. MECAYDOR**, known to me and identified through competent evidence of identity with ID NO. _____ as the same person who executed the foregoing instrument on behalf of BILECO; and
3. _____, known to me and identified through competent evidence of identity with ID NO. _____ as the same person who executed the foregoing instrument;

Both of whom acknowledged that the same is their free and voluntary act and deed, as well as that of the entities they respectively represent.

This instrument consists of **five (5) pages**, including the page where this acknowledgment is written, and has been signed by the parties and their witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.