



QUEZON I ELECTRIC COOPERATIVE, INC.

Brgy. Pocol, Pitogo, Quezon

Telefax: 042-318-8156

ISC-2024-002

INVITATION FOR SEALED CANVASS

February 08, 2024

Sealed Bids/Proposals/Quotations for the Supply and Delivery of the following item for QUEZELCO 1 shall be received by the Bids and Awards Committee until 5:00PM of February 12, 2024 . The bids/proposals/quotations will be opened on February 14, 2024 at 9:00AM.

Item	Quantity	Unit	Item Description	Unit Cost (Php)	Total Amount (Php)
1	1	Unit	ERP Enterprise Resource Planning		
GRAND TOTAL					

Instruction to Bidder and Terms of Condition:

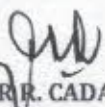
The following shall be included in the offer:

1. Warranty statement. The bidder obligates, guarantees and warrants that the items to be delivered are within the standards and specifications set by the cooperative. Upon completion, there will be a 1 year warranty or more.
2. Brochure or any document showing the technical specifications of the materials offered.
3. The materials offered shall comply with the required specifications (See attached material specifications)
4. The financial offer shall be listed on the space provided above.
5. The financial offer shall not exceed the Approved Budget Cost: **Php 1,999,999.00**
6. The ABC is VAT inclusive and the bid price should be VAT inclusive.
7. Term of payment :
 - **15%**- Mobilization fee. Payment will be made within 15 working days after the signing of the contract.
 - **30%**- Accomplishment is 50% duly supported with a certificate of completion from QUEZELCO1 -IT and Audit Division.
 - **45%**- Accomplishment is 100%.
 - **10%**- Retention shall be released within 15 working days after issuance of Final Acceptance by QUEZELCO1.
8. Performance Bond of 5% of contracted price shall be posted within 5 days upon receipt of notice of award.
9. Price validity - 60 calendar days
10. Penalty Clause – 1/10 of 1% (0.1%)of the cost of the unperformed portion of the contract for every day of delay)

Additional Instructions:

1. Please send your quotations thru email using the designated BAC email address **quezelco1_bac@yahoo.com.ph** and shall be addressed to "The Bids and Awards Committee".
2. The subject shall bear the word "**Bids for the ERP Enterprise Resource Planning for General Accounting and Warehousing System Development**"
3. The quotation shall be password protected. Password shall be sent on the day of opening (8:00 am).
 QUEZELCO 1 reserves the right to reject any or all bids without offering any reason, waive any defect therein and accept the offer most advantageous to the cooperative.
 For further inquiries you may contact our QUEZELCO 1 BAC Secretariat, Ms. Maria Teresa Caraig at mobile number 09688520659.


GERALD P. BAUTISTA
 BAC – Chairman

Noted by: 

VICTOR R. CADA
Acting General Manager



QUEZON I ELECTRIC COOPERATIVE, INC.

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GENERAL ACCOUNTING, WAREHOUSING, AND INVENTORY SYSTEM SCOPE OF WORKS

General Accounting, Warehousing and Inventory System

o Warehouse and Inventory System

- *Product Master*
 - *Modification History*
 - *Price History*
- *Inventory*
 - *Stocks*
 - *Stockyard*
 - *Stock Adjustment*
 - *Monthly Inventory Summary*
 - *Material Releases Summary*
- *Stock-taking*
 - *Count Sheet*
 - *Stock Taking Summary*
 - *Finalize Stock Taking*
 - *Variance Report*
- *Office Supplies*
 - *Office Supplies Issuance*
 - *Acceptance*
- *Purchase Voucher*
 - *Material purchase Voucher*
 - *Budget Approval*
 - *Recommending Approval*
 - *Final Approval*
 - *Pending Approval Summary*
 - *Pending for PO*
- *Purchase Order*
 - *PO Information*
 - *Audit Approval*
 - *Final Approval*
 - *Pending Approval*
 - *Undelivered PO*
 - *Rejected PO*
- *Receiving*
 - *Receiving Information*
 - *Delivery Posting*
 - *Delivery Checking*
 - *Delivery Approval*
 - *Audit Approval*
 - *Pending Approval Summary*
 - *Waiting for Delivery*
- *Purchase Return*

- *Return Information*
 - *Return Approval*
 - *Return Pending Approval*
- *Material Requisition*
 - *Material Requisition Information*
 - *MRV Approval*
 - *Final Approval*
 - *Pending Approval Summary*
 - *MRV Work Order Monitoring*
 - *MRV Work Order Allocation*
 - *Work Order Attachment*
 - *MRV Serial Allocation*
 - *Pending for MCT*
- *Charge Ticket*
 - *Charge Ticket Information*
 - *MCT Approval*
 - *MCT Pending Approval Summary*
 - *Waiting for MCT*
 - *For Release MCT*
 - *MCT Accounting Entry*
 - *MCT Close Out*
- *Credit Return Ticket*
 - *Credit Return Ticket Information*
 - *MCRT Checking*
 - *MCRT Approval*
 - *MCRT Pending Approval*
 - *MCRT Accounting Entry*
- *Salvage Ticket*
 - *Material Salvage Ticket Information*
 - *MST Checking*
 - *MST Approval*
 - *MST Pending Approval*
- *Job Order*
 - *Job Order Information*
 - *JO Recommending Approval*
 - *JO Checking Approval*
 - *JO Final Approval*
 - *JO Summary*
- *Accountability*
 - *Accountability Issuance*
 - *Accountability Acceptance*
 - *Issuance Noted*
 - *Issuance Approval*
 - *Issuance Summary*
 - *Return Noted*
 - *Return Approval*
 - *Return Summary*

o Accounting System

- *Management*
 - *Entitu Maintenance*

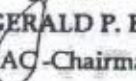
- *General Accounts*
 - *Subsidiary Accounts*
 - *Setup and Configurations*
 - *Book Setup*
 - *Withholding Tax Rate Setup*
 - *Signatories and Approval Settings*
 - *Transaction Categories*
 - *Receivables and Payables Settings*
 - *Entries configuration, Dictionary, and Prefixes*
 - *Ledger*
 - *General Ledger*
 - *Subsidiary Ledger*
 - *Cash Advance*
 - *Cash Advance Entry and Summary*
 - *Cash Advance Approval*
 - *Pending Cash Advance*
 - *Rejected Cash Advance*
 - *Unliquidated Cash Advance*
 - *Accounting Access*
 - *Reimbursement*
 - *Reimbursement Entry and Summary*
 - *Cash Advance Approval*
 - *Pending Cash Advance*
 - *Rejected Cash Advance*
 - *Accounting Access*
 - *Liquidation*
 - *Liquidation Entry and Summary*
 - *Liquidation Approval*
 - *Pending Liquidation*
 - *Rejected Liquidation*
 - *Books and Entries/Summary*
 - *Books*
 - *Material Receipt Register*
 - *Office Supplies Register*
 - *Accounts Payable Register*
 - *Sales Register*
 - *Cash Receipt Register Check Register*
 - *Other Book*
 - *Entries and Summary*
 - *Job Order*
 - *Material Request*
 - *Material Purchase*
 - *Receiving and Deliveries*
 - *Material Charge Ticket*
 - *Depreciation Expenses*
 - *CWIP Closed Out General Journal*
 - *Sales Report*
 - *Collection Report*
 - *Accounts Receivable*
 - *Other Entries*
 - *Trial Balance*
 - *MFSR*
 - *Other Module*
 - *Area Office Material Requisition System*

- o *Monitoring and Inventory of Asset No. for IT Equipment/Peripherals (ISO Requirements)*
- o *Dashboard for IT Peripherals to be distributed*
- o *Other Module to be discussed*****

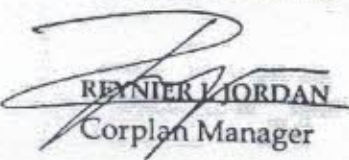
Prepared by:


ERWIN JOHN NIÑO J. ENRIQUEZ
Corplan IT Supervisor

Noted by:


GERALD P. BAUTISTA
BAC-Chairman

Checked/Evaluated by:


REYNIER V. JORDAN
Corplan Manager

QUEZON I ELECTRIC COOPERATIVE, INC.

Brgy. Pootol, Pitogo, Quezon

Accreditation Requirements

Name of Company/Supplier/Representative: _____

Address: _____

Contact Number : _____

EMAIL ADD: _____

DOCUMENTS		
1	DTI Registration name registration or SEC Registration Certificate	
2	Valid and current Mayor's Permit/Municipal License	
3	Taxpayer's Identification Number,	
4	BIR Value Added Tax Registration	
5	Certification that the bidder is not "blacklisted" or banned from bidding by the government or any of its agencies, officers, corporation or LGU's and other private corporations or electric cooperatives	
6	Compliance with EO # 398	
	a.) Proof of VAT Payments for the past six months	
	b.) Tax Clearance for the last two quarters	
7	On-going, completed or awarded contract not yet started within the relevant period specifying the following:	
	a. Name of contract	
	b. Date of contract	
	c. Amount of the contract and value of outstanding contracts	
	d. Date of delivery	
	e. End user's acceptance if completed	
8	Company Profile	
9	Latest Income Tax Return	
10	Complete set of Audited Financial Statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the prospective bidder's total and current assets and liabilities	
11	Articles of Incorporation, Partnership or Cooperation, whichever is applicable	
12	A certification under oath from the bidders responsible officers that the bidders is free and clear of all liabilities with the government	
13	Valid Registration with Philippine Contractor Accreditation Board (PCAB) with specialization in electrical works and with at least small B size range Classification (C and D category)- for contractor only	

Email Address:

quezelco1_bac@yahoo.com.ph