



QUEZON 1 ELECTRIC COOPERATIVE, INC.

Brgy. Poctol, Pitogo, Quezon

Telefax: (042) 318-8156

ISC-2025-001

INVITATION FOR SEALED CANVASS

January 2, 2025

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 January 8, 2025 . The bids/proposals/quotations will be opened on January 9 2025 at 9:00AM.

	Quantity	Unit	Item Description	Unit Cost (Php)	Total Amount (Php)
1	14,000	ltrs.	Diesel		
2	4,000	ltrs.	Premium Gasoline		
3	4,000	ltrs.	Unleaded Gasoline		
GRAND TOTAL					

Instruction to Bidder and Terms of Condition:

The following shall be included in the offer:

1. The fuel offered shall comply with the required specifications (See attached Terms of Reference) and submit Withdrawal Certificate
2. Delivery period shall be within three (3) working days upon receipt of Purchase Order.
3. The financial offer shall be listed on the space provided above.
4. The financial offer shall be inclusive of Value Added Tax (VAT) and other applicable taxes and duties, and delivery/trucking service fee. There will be no upward changes or adjustments in price.
5. Payment shall be made at the time of delivery in form of check in the name of supplier's account.
6. Term of Delivery - FOB Pitogo
7. Price validity - within seven (7) calendar days from the date of the bid opening
8. Penalty Clause – 1/10 of 1% (0.1%)of the cost of the unperformed portion of the contract for every day of delay)

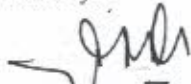
Additional Instructions:

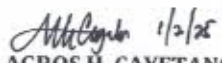
1. Please send your quotations thru email using the designated BAC email address quezelco1_bac@yahoo.com.ph and shall be addressed to "The Bids and Awards Committee".
2. The subject shall bear the word " **Bids for the Supply and Delivery of Fuel for QUEZELCO 1 Gasoline Station**"
3. The quotation shall be password protected. Password shall be sent on the day of opening at 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.

Noted by:


VICTOR R. CADA
 Acting General Manager

 1/2/25
MILAGROS H. CAYETANO
 BAC – Chairman

Proposed Terms of Reference
Procurement of Fuel for Quezelco 1 Gasoline Station

1. Objectives

The main objective of this procurement is to secure a continuous supply of fuels for Quezelco 1's gasoline consumption for its service vehicles at least cost. This is one of the major operational requirements essential for the delivery of services to its Member-Consumer-Owners to sustain its operational efficiency.

2. Scope of Service

The supplier shall provide the following quantities with the corresponding specifications:

- a. Diesel - 14,000 liters (Automotive diesel, low-sulfur, free from contaminants)
- b. Unleaded gasoline - 4,000 liters (Minimum Research Octane Number (RON) of 91)
- c. Premium gasoline - 4,000 liters (Minimum Research Octane Number (RON) of 95)

Supplier must submit Withdrawal Certificate.

3. Bid Price

Lowest price offer complying the terms of reference of this bidding. Price offer shall be inclusive of: (a) Value Added Tax (VAT) and other applicable taxes and duties, and (b) delivery/trucking service fee. There shall be no upward changes or adjustments in price.

4. The Notice of Award (NOA) and Purchase Order (P.O.) shall be sent to the winning supplier one (1) working day after the opening of bid.

5. Billing

Billing must clearly indicate the quantities delivered, price per unit and total amount inclusive of applicable taxes (e.g. VAT) and delivery/trucking service fee. The advance copy of the Invoice shall be sent by the supplier to Quezelco 1 one (1) working day upon receipt of the Purchase Order for the processing of check payment.

6. Bid Validity

Bid price offer shall be valid within 7 calendar days from the date of the bid opening.

7. Delivery Schedule - within 3 (three) working days upon receipt of the Purchase Order. FOB Pitogo Purchase Order shall be sent to the winning supplier one (1) working day after the opening of bid. Delivery Receipt (DR) and Sales Invoice (SI) shall be issued upon delivery.

8. Terms of Payment

Payment shall be made at the time of delivery in the form of check in the name of the supplier's account. The supplier shall issue Authorization to the designated representative who will receive the check.

9. Bid Security and Performance Security

No Bid security and performance security shall be required from the winning bidder.

10. Discrepancies and disputes

Any discrepancy in delivery or billing must be reported by QUEZELCO 1 within three (3) working days upon receipt of the invoice. Disputes regarding quality, quantity or pricing will be addressed through negotiation between the parties to resolve the issue promptly.


11. Liquidated Damage

In case of delayed deliveries, liquidated damage at the rate of one-tenth (1/10) of one percent (1%) shall be imposed for every day of delay unless the delay is attributable to force majeure or other reasons acceptable to QUEZELCO 1. This penalty shall be automatically deducted from the payment due to the supplier.

Prepared by:


JOHN V. GLINOGA
General Services Supervisor

Noted by:


JOHN Z. PERNIA
OIC - Admin Manager

QUEZON I ELECTRIC COOPERATIVE, INC.

Brgy. Pootol, Pitogo, Quezon

For not accredited

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	Compliance with EO # 398
	a.) Proof of VAT Payments for the past six months
	b.) Tax Clearance for the last two quarters
6	List of Customers with name, address and contact number
7	Company Profile
8	Latest Income Tax Return
9	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
10	Articles of Incorporation, Partnership or Cooperation, whichever is applicable
11	Certificate of Good Standing (see attached format)

Email Address:

quezelco1_bac@yahoo.com.ph

(Company Letterhead)

CERTIFICATE OF GOOD STANDING

This certificate of good performance is hereby issued to _____ with business address at _____, confirming the complete _____ with Purchase Order No. _____ dated _____.

This further manifests as an appraisal certificate to _____ for meeting the quality specification standard set on the efficient performance of the said materials being delivered and accepted as of this day.

Given this ___ day of _____ 2025 at _____ for any legal intent or purpose it may serve.

General Manager