



ISABELA-I ELECTRIC COOPERATIVE, INC.

Victoria, Alicia, Isabela

"An excellent power service distributor in the archipelago focused on bringing delight to our member-consumer-owners"

INVITATION TO BID
Simplified Bidding No. 44
Series of 2026

Pursuant to National Electrification Administration (NEA) Memorandum No. 2017-019, otherwise known as the "Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)," the Isabela-I Electric Cooperative, Inc. (ISELCO-I), through its duly constituted Bids and Awards Committee (BAC), hereby invites all interested bidders to participate and submit bid proposals relative to the project entitled "**Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I**", to wit:

LOT NO.	DESCRIPTION	SOURCE OF FUND	CONTRACT/ DELIVERY PERIOD	PAYMENT TERM
I	Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I	General Fund	Within fifteen (15) calendar days from receipt of the Purchase Order	Cash on Delivery (COD) basis

1. For your reference and information, attached herewith is the *Terms of Reference* for the above-entitled project.
2. Either accredited suppliers or suppliers with known experience and proven capability on the requirements of this particular project are allowed to participate in this procurement. For inquiries relative to accreditation, please refer to the BAC Secretariat.
3. Special Power of Attorney of the bidder's representative/s duly authorized to submit the bid on behalf of the bidder shall be submitted on the date of the opening of bids.
4. Bids shall be valid for a period of **thirty (30) to sixty (60) calendar days from the date of the opening of bids**.
5. Bidding will be conducted through simplified bidding procedures (**sealed canvass**) as specified in the Alternative Modes of Procurement in the NEA Memorandum 2017-019, otherwise known as the "Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017)".
6. Bid proposals must be **VAT inclusive**, and the same must be submitted **personally** or **via courier** to the **BAC Secretariat** at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela, or to the guards on duty at **ISELCO-I's main office**, or in case of **electronic submission**, through the official email address of the ISELCO-I BAC Secretariat (bac@iselco-1.com), on or before **07 October 2026, Wednesday, at 2:00 P.M. ISELCO-I Main Office** is open during **weekends/holidays** to receive bids from prospective bidders. Bid proposals **personally** submitted or sent **via courier** must be placed in a **sealed** envelope, while bid proposals sent via **email** must be submitted in a **password-protected/encrypted file (PDF or ZIP format)**. **Late bids shall not be accepted.**





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7. Opening of bids will be conducted via a Zoom meeting and/or face-to-face, on **07 October 2026, 2:00 P.M.**, at the BAC Office of ISELCO-I, Victoria, Alicia, Isabela.
8. If two or more bidders have identical, lowest, and responsive bids, a tie-breaking method will be used to determine the winner. The tie will be resolved by random selection: a coin toss for two bidders, or drawing lots or a wheel of fortune for more than two bidders (in alphabetical order).

The decision from the tie-breaking process is final and binding.

9. Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any or all bids, to award in whole or in part, declare a failure of bidding, or not to award the contract without disclosing any reason, to waive minor defects or infirmities therein, and to accept such bids as may be deemed advantageous to ISELCO-I.
10. For further information, please refer to:

Ms. April Joyce T. Agsunod
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: **+63 906 396 4805**

Ms. Crystal Pearl Taccaban
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: **+63 965 561 7670**

Mr. Nicomar R. Gaoat
Isabela-I Electric Cooperative, Inc.
Victoria, Alicia, Isabela
Contact Number: **+63 967 670 0707**

MR. MARLON O. SALINAS
BAC Chairman





ISABELA-I ELECTRIC COOPERATIVE, INC.

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TERMS OF REFERENCE

SUPPLY AND DELIVERY OF FORTY-THREE (43) UNITS OF SMARTPHONES FOR THE INSPECTION, DISCONNECTION, AND RECONNECTION ACTIVITIES OF ISELCO-I

I. BACKGROUND

In view of the implementation of the new system of Isabela-I Electric Cooperative, Inc. (ISELCO-I), there is a need to provide the Power Use Coordinators (PUCs) and Disconnection Heads with appropriate mobile devices that will support and facilitate their field operations, particularly the inspection, disconnection, and reconnection of electric service connections.

The use of dedicated mobile devices will enable authorized personnel to access the new system while in the field, retrieve and verify consumer and service connection information, record inspection findings, document disconnection and reconnection activities, and transmit updates and other relevant information to the system in a timely manner.

Accordingly, ISELCO-I intends to procure forty-three (43) units of smartphones for use by authorized personnel assigned to the inspection, disconnection, and reconnection activities of the Cooperative.

II. OBJECTIVES

The procurement aims to:

1. Provide the PUCs and Disconnection Heads with reliable mobile devices for field operations;
2. Facilitate access to and use of the new ISELCO-I system during inspection, disconnection, and reconnection activities;
3. Enable real-time or timely recording, updating, verification, and transmission of field information;
4. Improve the documentation and monitoring of inspection, disconnection, and reconnection activities;
5. Facilitate the submission of field reports, photographs, and other supporting documentation when required; and
6. Support the efficient and orderly implementation of the new system and related field operations of ISELCO-I.

III. MODE OF PROCUREMENT

The mode of procurement is through simplified bidding or sealed canvass.

IV. SOURCE OF FUND

The fund for this engagement shall be sourced from the General Fund (GF).





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V. SCOPE OF PROCUREMENT

The procurement shall cover the supply and delivery of forty-three (43) units of brand-new smartphones, complete with their standard accessories and manufacturer’s warranty.

The units shall be suitable for field use and shall be capable of supporting the applications, web-based systems, connectivity requirements, and other functions necessary for the inspection, disconnection, and reconnection activities of ISELCO-I.

VI. BID VALIDITY

Bids shall be valid for a period of thirty (30) to sixty (60) calendar days from the date of the opening of bids.

VII. TECHNICAL SPECIFICATIONS

The smartphones to be supplied and delivered shall comply with the following requirements:

SPECIFICATIONS	UNIT	QUANTITY
- Brand: Samsung - Model: Galaxy A07 - Connectivity: LTE - Storage: 4GB RAM/128GB ROM	units	43

VIII. QUALITY, AUTHENTICITY, AND CONDITION OF THE UNITS

All units shall:

1. Be brand-new, unused, and factory-original;
2. Be genuine Samsung products and not counterfeit, refurbished, reconditioned, or previously issued units;
3. Be free from physical defects, damage, and manufacturing defects;
4. Be complete with all standard manufacturer-supplied accessories;
5. Bear the appropriate model and identification information;
6. Be covered by the manufacturer’s applicable warranty; and
7. Conform to the technical specifications stated in this TOR.

IX. DELIVERY REQUIREMENTS

The forty-three (43) units of smartphones shall be delivered F.O.B. ISELCO-I Main Office, Victoria, Alicia, Isabela, **within fifteen (15) calendar days** from receipt of the Purchase Order.

All units shall be properly packed and protected against damage during transportation, handling, and delivery.

The Supplier shall provide a delivery receipt, official invoice, warranty documents, and other relevant product documentation upon delivery.





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X. INSPECTION

Upon delivery, ISELCO-I shall inspect and verify the units to determine compliance with the required specifications.

ISELCO-I reserves the right to reject any unit that is defective, damaged, counterfeit, refurbished, incomplete, or does not conform to the required specifications.

Any rejected unit shall be replaced by the Supplier at no additional cost to ISELCO-I.

XI. WARRANTY

The Supplier shall provide the applicable manufacturer's warranty for all units delivered.

During the warranty period, the Supplier shall assist ISELCO-I in coordinating with the authorized service center or manufacturer for the repair or replacement of units covered by the warranty.

Any unit found to have a manufacturing defect or other defect covered by the applicable warranty shall be repaired or replaced in accordance with the manufacturer's warranty terms, without additional cost to ISELCO-I.

XII. SUPPLIER'S RESPONSIBILITIES

The Supplier shall:

1. Supply and deliver the required forty-three (43) units in accordance with the approved specifications;
2. Ensure that all units are genuine, brand-new, unused, and complete;
3. Ensure that all units are properly packaged and protected during delivery;
4. Provide all standard accessories and product documentation;
5. Provide the applicable warranty documents;
6. Replace defective or non-conforming units at no additional cost to ISELCO-I; and
7. Comply with all applicable laws, rules, regulations, and policies relevant to the supply and delivery of the units.

XIII. PRICE AND COST INCLUSIONS

The quoted price shall be inclusive of all applicable taxes, duties, fees, delivery charges, handling charges, warranty-related costs, and other expenses necessary for the complete supply and delivery of the forty-three (43) units to ISELCO-I.

No additional cost shall be charged to ISELCO-I for any item or accessory required under the specifications that is ordinarily included as a standard accessory of the smartphone.

XIV. PAYMENT TERMS

Payment shall be made by ISELCO-I on a Cash on Delivery (COD) basis upon complete delivery, inspection, and acceptance of the forty-three (43) units, subject to the submission





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of the required supporting documents and compliance with the applicable accounting, auditing, and payment procedures of the Cooperative.

XV. RESOLUTION OF A TIE

If two or more bidders have identical, lowest, and responsive bids, a tie-breaking method will be used to determine the winner. The tie will be resolved by random selection: a coin toss for two bidders, or drawing lots or a wheel of fortune for more than two bidders (in alphabetical order).

The decision from the tie-breaking process is final and binding.

XVI. LIQUIDATED DAMAGES

- a) Where the Supplier fails to satisfactorily deliver the smartphones within the specified contract time, inclusive of duly granted time extensions, if any, and is thereby in default under the contract, the Supplier shall pay ISELCO-I for liquidated damages, and not by way of penalty, an amount, equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the contract, for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, ISELCO-I may rescind or terminate the contract, without prejudice to its other courses of action and remedies available under the circumstances.
- b) For entitlement to such liquidated damages, ISELCO-I need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Supplier under the Contract, without prejudice to any other remedies available to ISELCO-I under the Contract and applicable laws, rules, and regulations.

XVII. FORCE MAJEURE

In the event of force majeure, such as, but not limited to, flood, fire, storm, typhoon, earthquake, or other unforeseen events beyond the reasonable control of the winning Bidder/Insurer, which prevent the fulfillment of contractual obligations, the winning Bidder/Insurer shall promptly notify ISELCO-I in writing of the occurrence and its cause. Unless otherwise directed in writing by ISELCO-I, the winning Bidder/Insurer shall continue to perform its obligations under the contract to the extent reasonably practicable and shall exert all reasonable efforts to implement alternative means of performance not rendered impossible by the force majeure event.

XVIII. CONFIDENTIALITY CLAUSE

The Supplier shall not disclose the contents of any documents or any information included herein that would compromise the position of the Cooperative and must strictly adhere to the provisions of RA 10173 or the Data Privacy Act of 2012. The Supplier must maintain the information obtained from the Cooperative in strict confidentiality.

XIX. RESERVATION CLAUSE

Isabela-I Electric Cooperative, Inc. (ISELCO-I) hereby reserves the right to reject any or all bids, to award in whole or in part, declare a failure of bidding, or not to award the contract without disclosing





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any reason, to waive minor defects or infirmities therein, and to accept such bids as may be deemed advantageous to ISELCO-I.

Prepared by:

ENGR. ALDWIN A. MACATBAG
TWG Member

ENGR. MARK EMERSON A. BERNABE
TWG Member

ENGR. HUBERT G. AGUIMBAG
TWG Member

MR. AILMORE B. BAUTISTA
TWG End-user

ENGR. MARLY C. JALLORINA
TWG Chairperson





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LIST OF ACCREDITATION REQUIREMENTS

- a) DTI Business Name Registration/SEC Registration Certificate;
- b) Valid and current Mayor's Permit/Municipal License;
- c) Tax Payer's Identification Number;
- d) BIR Value Added Tax Registration;
- e) Certification under oath that the supplier/contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives;
- f) Compliance with E.O. No. 398
 - a. Proof of VAT payment for the past six (6) months; and
 - b. Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the government;
- g) On-going, completed or awarded contract not yet started within one (1) year prior to the date of the opening of bids, specifying the following:
 - a. Name of the contract;
 - b. Date of contract;
 - c. Amount of contract and value of outstanding contracts;
 - d. Date of Delivery; and
 - e. End-user's acceptance if completed.



Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Bid Proposal

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Gentlemen and/or Ladies:

Having examined the *Invitation to Bid* and *Terms of Reference* for Simplified Bidding No. 44, Series of 2026, the receipt of which is hereby duly acknowledged, we, the undersigned, offer our bid for the project entitled “Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I”, for the amount as follows:

<u>PHP (amount in Nos.)</u>	<u>(amount in words)</u>
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inclusive of any and all taxes (including, but not limited to, the applicable Value Added Tax), fees, duties, and such other imposts or levies which may be required by the government, both national and local.

We undertake, if our bid is accepted, to supply and deliver forty-three (43) units of smartphones, in accordance with the delivery schedule specified in the *Terms of Reference*.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest bid or any bid you may receive.

This Bid shall be valid for a period of _____ days from the date of the opening of bids and it shall remain binding upon us at any time before the expiration of that period.

We likewise certify/confirm that, the undersigned is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the project entitled “Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I”, involving Isabela-I Electric Cooperative, Inc. (ISELCO-I).

Signed on this _____ day of _____, 2026.

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)
Contact Number: _____
Email Address: _____

LOT NO.	DESCRIPTION	QTY		Unit Price	Total
I	Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I	43	Units		

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)
Contact Number: _____
Email Address: _____

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Warranty

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON WARRANTY BEING OFFERED

Contract/Project : _____

Sir/Ma'am:

For the above-named project, we are giving _____ warranty period against _____, from delivery and acceptance of the project.

However, the above-stipulated warranty does not cover those arising from _____
(state circumstances not covered by warranty such as fortuitous events, force majeure, etc.).

This statement is in compliance with the requirements of the ISABELA-I ELECTRIC COOPERATIVE, INC. (ISELCO-I), Bids and Awards Committee (BAC).

For your reference.

Very truly yours,

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Delivery Schedule

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON DELIVERY SCHEDULE

Sir/Ma'am:

This is to confirm the schedule of delivery for the project entitled _____.

LOT NO.	DESCRIPTION	SUPPLIER'S SCHEDULE OF DELIVERY
I	Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I	

I hereby certify to comply with the above schedule of delivery for the project entitled “Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I”.

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Payment Term

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

CONFIRMING STATEMENT ON PAYMENT TERM

Sir/Ma'am:

This is to formally confirm/propose the payment terms and schedule for the project entitled “Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I”.

Below are the details of the agreed/proposed payment arrangement for the project:

LOT NO.	DESCRIPTION	PAYMENT TERM
I	Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I	(Project payment term)

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)

Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

Technical Specifications

Date : _____

To : Bids and Awards Committee
Isabela-I Electric Cooperative, Inc. (ISELCO-I)
Victoria, Alicia, Isabela

DETAILS OF TECHNICAL SPECIFICATIONS

Sir/Ma'am:

The details of technical specifications are as follows:

LOT NO.	DESCRIPTION	REQUIRED SPECIFICATIONS/ DESCRIPTION	OFFERED SPECIFICATIONS/ DESCRIPTION
I	Supply and Delivery of Forty-Three (43) Units of Smartphones for the Inspection, Disconnection, and Reconnection Activities of ISELCO-I	(Insert specifications as required from the Terms of Reference)	(Insert proposed specifications)

Note: You must add the inclusions and other specifications, if applicable.

I hereby declare that the information provided above is accurate and agree to the terms and conditions outlined in the *Terms of Reference*.

(Signature)

(Name and Legal Capacity)
Duly authorized to sign the Bid for and on behalf of (Name of Company)