



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. 46
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 **Procurement of Comprehensive Vehicle Insurance Coverage** for the twenty-six (26) vehicles owned and registered under its name, to wit:

LOT NO.	DESCRIPTION	QUANTITY	SOURCE OF FUND	CONTRACT/ DELIVERY PERIOD	PAYMENT TERM
I	Procurement of Comprehensive Vehicle Insurance Coverage	Twenty-Six (26) Vehicles	General Fund	The winning bidder shall deliver the comprehensive vehicle insurance policies one (1) day from receipt of the Purchase Order	Thirty (30) days from receipt of the comprehensive vehicle insurance policies

- For your reference and information, attached herewith is the *Terms of Reference* for the above-entitled project.
- 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.
- 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.
- Bids shall be valid for a period of **thirty (30) to sixty (60) calendar days from the date of the opening of bids**.
- 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)”.
- 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 **09 October 2026, Friday, at 3:00 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 **09 October 2026, Friday, at 3:00 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**

(SGD.) MR. MARLON O. SALINAS
BAC Chairman



ISABELA-I ELECTRIC COOPERATIVE, INC.

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TERMS OF REFERENCE

PROCUREMENT OF COMPREHENSIVE VEHICLE INSURANCE COVERAGE

I. PROJECT DESCRIPTION

Procurement of Comprehensive Vehicle Insurance Coverage for the twenty-six (26) vehicles of Isabela-I Electric Cooperative, Inc. (ISELCO-I).

II. PURPOSE

This undertaking is aimed at protecting the Cooperative's valuable assets against unexpected loss or damage, thereby reducing financial risks.

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.

V. PARTICULARS

LOT NO.	DESCRIPTION	NO.	VEHICLE DETAILS	PLATE NUMBER	UNIT COST AT THE TIME OF PURCHASE	UNIT	QTY
I	Comprehensive Vehicle Insurance Coverage	1	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 2996	1,399,950.00	Policies	Twenty-Six (26)
		2	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 2997	1,399,950.00		
		3	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 2998	1,366,666.00		
		4	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 2999	1,366,666.00		
		5	2023 ISUZU MU-X RZ4E 4X2 LS AT (RJ05)	BAF 3000	1,599,000.00		
		6	2023 ISUZU MU-X RZ4E 4X2 LS AT (RJ05)	BAF 3001	1,599,000.00		
		7	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 3002	1,399,950.00		
		8	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 3004	1,366,666.00		
		9	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 3005	1,399,950.00		
		10	2017 FORD RANGER PICKUP DBL 2.2L	BAA 3992	1,415,000.00		
		11	2017 FORD RANGER PICKUP DBL 2.2L 4X2 XLS MT	BAA 3466	1,426,000.00		
		12	2018 FORD RANGER PICKUP DBL 2.2L 4X4	BAA 9684	1,556,499.99		
		13	2016 TOYOTA HI-ACE GL GRANDIA 2.5 DSL AT 1T	ABZ 3028	1,655,000.00		
		14	2025 NEW TOYOTA GRANDIA TOURER	BAH 5366	2,557,160.00		
		15	2020 HINO DROPSIDE TRUCK WITH CRANE	NEF 5918	8,197,500.00		



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		16	2020 HINO DROPSIDE TRUCK WITH CRANE	NEF 5915	8,197,500.00		
		17	2020 HINO MANLIFT XZU342LC 4X2	NEF 7240	4,287,756.81		
		18	2021 HINO RANGER DROPSIDE TRUCK WITH CRANE	NES 6634	5,350,000.00		
		19	2021 HINO DROPSIDE TRUCK WITH CRANE	NES 6633	5,350,000.00		
		20	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH4699	5,350,000.00		
		21	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4700	5,350,000.00		
		22	2020 HINO MANLIFT XZU342LC 4X2	NEF 9624	4,287,756.81		
		23	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4698	5,350,000.00		
		24	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4684	5,350,000.00		
		25	2024 NEW ISUZU TRAVIS	BAG 4650	1,241,500.00		
		26	2024 NEW ISUZU TRAVIS	BAG 4651	1,241,500.00		

VI. PERIOD OF COVERAGE

The comprehensive vehicle insurance policy shall provide one (1) year of coverage to each of the above-described twenty-six (26) vehicles of ISELCO-I.

VII. SCOPE

The Comprehensive Vehicle Insurance Policy shall provide, at a minimum, the following coverages:

- a) Own Damage;
- b) Property Damage;
- c) Theft;
- d) Acts of God/Nature;
- e) Excess Bodily Injury; and
- f) Unnamed Passengers & Personal Accident.

VIII. PREMIUM COMPUTATION

The premium for the Comprehensive Vehicle Insurance shall be computed based on the Insured Value of each vehicle. For purposes of the bidding and premium computation, the Insured Value shall refer to the fair market value or actual market value of the vehicle, as determined in accordance with the applicable valuation standards and the Insurer’s approved rates and underwriting guidelines.

The Bidder/Insurer shall determine the Insured Value of each vehicle based on the vehicle information provided by ISELCO-I and the Bidder/Insurer’s applicable and duly approved vehicle valuation and underwriting guidelines. In determining the Insured Value, the Bidder/Insurer may consider the vehicle’s make, model, year, condition, age, prevailing market value, depreciation, and other relevant valuation factors.

The Bidder shall clearly indicate in its bid proposal the Insured Value and the corresponding premium amount for each vehicle. The Insured Value and premium stated in the bid proposal shall constitute the basis for the Comprehensive Vehicle Insurance Policy and shall



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not be increased after award solely due to a change in the valuation or determination of the vehicle's Insured Value.

ISELCO-I shall provide the Bidder/Insurer with the available information on each vehicle, including its make, model, year, and original purchase price or acquisition cost, for purposes of determining the Insured Value. The original purchase price or acquisition cost shall not, by itself, be deemed the Insured Value unless the Bidder/Insurer determines that it represents the appropriate current value of the vehicle for insurance purposes.

The quoted premium shall be inclusive of all applicable taxes, fees, charges, and other costs necessary for the issuance and maintenance of the Comprehensive Vehicle Insurance Policy.

IX. 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.

X. CONTRACT/DELIVERY PERIOD

The winning bidder shall deliver to ISELCO-I the comprehensive vehicle insurance policy covering the twenty-six (26) vehicles of the Cooperative **one (1) day** from receipt of the Purchase Order.

XI. PREMIUM PAYMENT TERMS

ISELCO-I shall pay the premium as stated in the policy schedule of the winning bidder **thirty (30) days** from receipt of the comprehensive vehicle insurance policies.

XII. CLAIMS PROCESS

In the event of any loss or damage covered under the Comprehensive Vehicle Insurance Policy, ISELCO-I shall promptly notify the Insurer and submit all necessary documents and information required for the processing of the claim. The Insurer shall promptly investigate, evaluate, and process the claim and shall communicate in writing its determination and the amount of indemnity payable within **fifteen (15) calendar days** from receipt of the complete claim documents.

The Insurer shall complete the processing, approval, and settlement of the claim without undue delay. Any delay attributable to the Insurer, its authorized representatives, or other persons acting on its behalf shall not prejudice ISELCO-I's rights and benefits under the insurance policy. In case the claim cannot be resolved within the prescribed period, the Insurer shall provide ISELCO-I with written notice stating the specific reason for the delay and the definite date by which the claim shall be resolved or settled.

XIII. DEDUCTIBLE/PARTICIPATION AMOUNT

The applicable deductible or participation amount for each insured vehicle shall be determined in accordance with the applicable Insurance Commission regulations, motor car tariff, and the Bidder/Insurer's duly approved underwriting and policy terms.

The Bidder shall clearly indicate in its bid proposal the applicable deductible or participation amount for each vehicle, expressed in Philippine Peso and/or as a percentage of the applicable Insured Value, as may be required under the applicable tariff or policy



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terms. The stated deductible or participation amount shall form part of the basis for the evaluation and comparison of bids.

The deductible or participation amount stated in the accepted bid proposal shall form part of the terms of the Comprehensive Vehicle Insurance Policy. No additional or different deductible, participation amount, or similar charge shall be imposed upon ISELCO-I except as expressly provided in the approved insurance policy and applicable regulations.

The Bidder shall ensure that the quoted premium and applicable deductible or participation amount are fully disclosed in its bid proposal and are consistent with the applicable Insurance Commission regulations and approved insurance terms.

XIV. OTHER TERMS AND CONDITIONS

The Comprehensive Vehicle Insurance Policy may be cancelled by ISELCO-I at any time upon written notice to the Insurer, subject to the applicable provisions of the insurance policy and relevant regulations. In such event, the Insurer shall refund to ISELCO-I any unearned premium, if applicable, in accordance with the terms of the policy and applicable regulations.

The Insurer may cancel the policy only on grounds permitted under the policy and applicable laws, rules, and regulations, including non-payment of premiums or material misrepresentation of information by ISELCO-I. The Insurer shall provide ISELCO-I with prior written notice of such cancellation, stating the reason and effective date of cancellation, as required by applicable law and the policy.

Cancellation of the policy shall not prejudice or extinguish any valid claim arising from a covered loss or event that occurred prior to the effective date of cancellation, subject to the terms, conditions, exclusions, and limitations of the policy.

Any cancellation of the policy shall be without prejudice to the rights and obligations of the Parties that accrued prior to the effective date of cancellation.

XV. LIQUIDATED DAMAGES

- a) Where the winning Bidder/Insurer fails to issue and deliver the required Comprehensive Vehicle Insurance Policy, including the corresponding policy documents, certificates, and other required insurance documents, within the specified contract time, inclusive of duly granted time extensions, if any, and is thereby in default under the contract, the winning Bidder/Insurer 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, the ISELCO-I may rescind or terminate the contract, without prejudice to 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 winning Bidder/Insurer under the Contract, without prejudice to any other remedies available to ISELCO-I under the Contract and applicable laws, rules, and regulations.



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XVI. 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.

XVII. CONFIDENTIALITY CLAUSE

The bidder/s shall not disclose the contents of any documents, materials, project manuals, solutions used, or any information 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 bidder/s must maintain the information obtained from the Cooperative in strict confidentiality.

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

Prepared by:

(SGD.) ENGR. HUBERT G. AGUIMBAG
TWG-Member

(SGD.) ENGR. ALDWIN A. MACATBAG
TWG-Member

(SGD.) ENGR. MARK EMERSON A. BERNABE
TWG-Member

(SGD.) MR. ROLLY C. ACOBA
TWG-End-User

(SGD.) ENGR. MARLY C. JALLORINA
TWG-Chairman



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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. 46, Series of 2026, the receipt of which is hereby duly acknowledged, we, the undersigned, offer our bid for the project entitled “Procurement of Comprehensive Vehicle Insurance Coverage”, 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 comprehensive vehicle insurance coverage, 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 “Procurement of Comprehensive Vehicle Insurance Coverage”, 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: _____

NO.	VEHICLE DETAILS	PLATE NUMBER	UNIT COST AT THE TIME OF PURCHASE	INSURED VALUE	OFFERED PREMIUM FOR COMPREHENSIVE VEHICLE INSURANCE COVERAGE (inclusive of VAT)
1	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 2996	1,399,950.00	₱	₱
2	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 2997	1,399,950.00		
3	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 2998	1,366,666.00		
4	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 2999	1,366,666.00		
5	2023 ISUZU MU-X RZ4E 4X2 LS AT (RJ05)	BAF 3000	1,599,000.00		
6	2023 ISUZU MU-X RZ4E 4X2 LS AT (RJ05)	BAF 3001	1,599,000.00		
7	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 3002	1,399,950.00		
8	2023 ISUZU D-MAX 3.0 4X2 LS-A MT (RG10)	BAF 3004	1,366,666.00		
9	2023 ISUZU D-MAX 3.0 4X2 LS-A AT (RG10)	BAF 3005	1,399,950.00		
10	2017 FORD RANGER PICKUP DBL 2.2L	BAA 3992	1,415,000.00		
11	2017 FORD RANGER PICKUP DBL 2.2L 4X2 XLS MT	BAA 3466	1,426,000.00		
12	2018 FORD RANGER PICKUP DBL 2.2L 4X4	BAA 9684	1,556,499.99		
13	2016 TOYOTA HI-ACE GL GRANDIA 2.5 DSL AT 1T	ABZ 3028	1,655,000.00		
14	2025 NEW TOYOTA GRANDIA TOURER	BAH 5366	2,557,160.00		
15	2020 HINO DROPSIDE TRUCK WITH CRANE	NEF 5918	8,197,500.00		
16	2020 HINO DROPSIDE TRUCK WITH CRANE	NEF 5915	8,197,500.00		
17	2020 HINO MANLIFT XZU342LC 4X2	NEF 7240	4,287,756.81		
18	2021 HINO RANGER DROPSIDE TRUCK WITH CRANE	NES 6634	5,350,000.00		
19	2021 HINO DROPSIDE TRUCK WITH CRANE	NES 6633	5,350,000.00		
20	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH4699	5,350,000.00		
21	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4700	5,350,000.00		
22	2020 HINO MANLIFT XZU342LC 4X2	NEF 9624	4,287,756.81		
23	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4698	5,350,000.00		
24	2022 HINO DROPSIDE TRUCK WITH CRANE	NFH 4684	5,350,000.00		
25	2024 NEW ISUZU TRAVIS	BAG 4650	1,241,500.00		
26	2024 NEW ISUZU TRAVIS	BAG 4651	1,241,500.00		
					TOTAL: ₱

Note: Please enumerate in the space below the coverage/inclusions of your offer.

(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

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	Procurement of Comprehensive Vehicle Insurance Coverage	

I hereby certify to comply with the above schedule of delivery for the project entitled “Procurement of Comprehensive Vehicle Insurance Coverage”.

(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 “Procurement of Comprehensive Vehicle Insurance Coverage”.

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

LOT NO.	DESCRIPTION	PAYMENT TERM
I	Procurement of Comprehensive Vehicle Insurance Coverage	(Project payment term)

(Signature)

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