

**INVITATION TO BID**  
(BAC Control No. 2025-046r)

**PROCUREMENT OF DISCONNECT METER SLEEVES**

1. DAGUPAN ELECTRIC CORPORATION (DECORP), through the Bids and Awards Committee (BAC), invites suppliers to participate in the bidding of the following:

#	Project / Description	Approved Budget (VAT inclusive)	Schedule of Delivery / Place of Delivery	Bid Document Fee (non - refundable)	Source of Fund
1	<b>RRSA-2025-0028</b> - One Thousand Two Hundred Fifty (1,250) units of Disconnect Meter Sleeves, Plastic	Php 8,750.00	May 2025 / VERIA II Bldg., AB Fernandez West, Poblacion Oeste, Dagupan City	Php 8.00 (VAT inclusive)	General Fund

2. Kindly check the terms of reference for the specifications.
3. Bids beyond the abovementioned amount shall be immediately denied upon the opening of such bids.
4. Please refer to the calendar of activities below:

<b>CALENDAR OF ACTIVITIES</b>			
Activity	Date and Time	Venue	Remarks
Submission of Letter of Intent (LOI) and pre-qualification documents	May 8 - May 10, 2025	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Requirements may be submitted in portable document format (PDF) with the required supporting documents via email to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>
Payment of Bid Documents Fee and Issuance of Bid Documents	May 13, 2025, 8 a.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	The bid documents may be retrieved in portable document format (PDF) via email.  Kindly send the request to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>

Deadline of submission of queries	May 15, 2025, 9 a.m.	-	<p>Those shortlisted may send their queries through the form below:</p> <p><a href="#">(Bidder form)</a></p> <p>If there are no queries, there will be no pre-bid conference and the bidders may proceed to submit their bid proposals and pay their bid documents fee on the schedule indicated below.</p>
Pre-bid conference	May 15, 2025, 2:30 p.m.	<p>DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City</p> <p><i>Online attendees must signify their intention to participate in the virtual pre-bid conference in their LOI. The meeting code will be provided thereafter.</i></p>	<p>Prior to the pre-bid conference, please send the following details to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>:</p> <ol style="list-style-type: none"> <li>1. Names of attendees</li> <li>2. Number of attendees</li> <li>3. Contact Numbers</li> <li>4. Email addresses</li> </ol>
Deadline for submission of bid proposals and bid bond	May 22, 2025, 12 noon	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	<p>Kindly submit your bid proposals in sealed envelopes.</p> <p>Please write the OR number on the envelope and send the soft copy of the OR to <a href="mailto:bids@decorp.com.ph">bids@decorp.com.ph</a>.</p> <p>For online payments, please message the BAC for additional instructions.</p>
Opening of Bid Documents	May 22, 2025, 2:30 p.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

5. Interested service providers must submit the following pre-qualification documents to be able to participate:

**A. For DECORP accredited suppliers:**

- a. Certificate of Accreditation issued by DECORP

**B. For non-accredited suppliers:**

- a. Company Profile, which includes:
    - i. Organizational chart and list of qualified key personnel for the project;
    - ii. List of all relevant on-going and awarded projects;
  - b. Photocopy of Department of Trade and Industry (DTI) Registration Certificate or Securities & Exchange Commission (SEC) Registration Certificate, whichever is applicable.
  - c. Photocopy of the company's latest Income Tax Return stamped by the BIR, Tax Clearance (Form 17.1B) or Certificate of Registration (BIR Form 2303);
  - d. Affidavit of Authorization/ Special Power of Attorney / Secretary's Certificate of person/s who shall sign, make, and file for on behalf of the Applicant;
  - e. Business permit; and
  - f. Other pertinent permits.
6. The Bid Documents shall only be provided to suppliers who submit an LOI and meet the eligibility requirements. The Bid Document Fee (non-refundable) shall be payable upon submission of bid proposals.
7. All bids shall be accompanied by a Bid Bond amounting to five percent (5%) of the Approved Budget Cost. The Bid Bond shall be in the form of a surety bond, callable on demand, issued by a bonding agency acceptable to DECORP, or in cash, manager's check, cashier's check, bank guarantee, or irrevocable letter of credit.

Description	Bid Bond Amount
One Thousand Two Hundred Fifty (1,250) units of Disconnect Meter Sleeves, Plastic	Php 437.50

8. DECORP reserves the right to reject any applicants to pre-qualify, to annul the bidding process and reject all bids at any time prior to the award of the contract, without incurring any liability whatsoever. DECORP assumes no responsibility for expenses incurred by the bidders to participate in the bidding process. DECORP reserves the right to accept the proposal most advantageous to it.
9. For further inquiries, please check the Terms of Reference and/or message the BAC secretariat at [bids@decorp.com.ph](mailto:bids@decorp.com.ph).

Please be guided accordingly.

Sgd.  
**ENGR. CHERYL L. DISTOR**  
BAC Chairperson, DECORP