INVITATION TO BID

(BAC Control No. 2026-080)

PROCUREMENT OF VALVE-REGULATED LEAD-ACID (VRLA) BATTERIES

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

#	Project / Description	Schedule of Delivery	Approved Budget *(VAT inclusive)*	Bid Document Fee (non - refundable)	Source of Fund
1	Thirty-six (36) units of 12V, 200Ah Valve-Regulated Lead-Acid Batteries	December 7, 2026	Php 1,290,542.40	Php 1,290.00 *(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:

CALENDAR OF ACTIVITIES			
Activity	**Date and Time**	**Venue**	**Remarks**
Submission of Letter of Intent (LOI) and pre-qualification documents	November 5 - 6, 2026	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 bids@decorp.com.ph
Payment of Bid Documents Fee and Issuance of Bid Documents	November 9, 2026 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 bids@decorp.com.ph
Deadline of submission of queries	November 10, 2026 9:00 a.m.	-	Those shortlisted may send their queries through the form below: (Bidder form)

			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.
Pre-bid conference	November 10, 2026 1:30 p.m.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City *Online attendees must signify their intention to participate in the virtual pre-bid conference in their LOI. The meeting code will be provided thereafter.*	Prior to the pre-bid conference, please send the following details to bids@decorp.com.ph: 1. Names of attendees 2. Number of attendees 3. Contact Numbers 4. Email addresses
Deadline for submission of bid proposals and bid bond	November 17, 2026 12:00 nn.	DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City	Kindly submit your bid proposals in sealed envelopes. Please write the OR number on the envelope and send the soft copy of the OR to bids@decorp.com.ph. For online payments, please message the BAC for additional instructions.
Opening of Bid Documents	November 17, 2026 1:30 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
Thirty-six (36) units of 12V, 200Ah Valve-Regulated Lead-Acid Batteries	Php 64,527.12

8. DECORP reserves the right to reject any applicants to pre-qualify 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.

Please be guided accordingly.

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