



ILOCOS SUR ELECTRIC COOPERATIVE, INC.

Santiago, Ilocos Sur

<https://iseco.org/>

<https://www.facebook.com/profile.php?id=100064682197551> – ISECO FB page

REQUEST FOR QUOTATION

Reference No. 07-26

Date: August 4, 2026

The ISECO through its Bids and Awards Committee (BAC) hereby invites bidders to offer sealed quotation for the below project through Alternative Mode of Procurement-Simplified Bidding (Sealed Canvass) in accordance with Section VI.A. of NEA Memorandum 2017-019 or the Revised Procurement Guidelines and Simplified Bidding Procedures for Electric Cooperatives IRR-RA10531 (2017).

PROJECT TITLE	SUPPLY AND DELIVERY OF 42,242 COPIES OF 17 X 22-INCH FULL-COLOR CALENDARS FOR CALENDAR YEAR 2027 & 5,000 COPIES OF 9 X 6-INCH ANNUAL BOOKS FOR CALENDAR YEAR 2026
QUANTITY	42,242 copies for the calendar and 5,000 copies for the annual book
DELIVERY PERIOD	Not later than October 30, 2026
APPROVED BUDGET OF THE CONTRACT	PHP 1,679,784.24 VAT INCLUSIVE (Calendar - <i>Php 35.72 per copy, totaling to Php 1,508,884.24;</i> <i>Annual Book-Php 34.18 per copy, totaling to Php 170,900.00</i>)
AWARDING	The contract shall be awarded on a one (1) lot basis. Bidders must submit quotations for both items. Partial quotations shall not be accepted.
SOURCE OF FUND	GENERAL FUND
DEADLINE OF SUBMISSION OF SEALED QUOTATION	August 12, 2026 at 10:30 AM
OPENING OF SEALED QUOTATION	August 12, 2026 at 10:30 AM

General Conditions:

1. The Price Quotation shall be in the BAC prescribed Price Quotation Form (**Annex A**) and be submitted in a sealed envelope to the Bids and Awards Committee (BAC) through its BAC Secretary, not later than the time and date specified hereof at which place and date the quotations shall be opened.
2. Price Quotations shall not be considered unless properly signed by the supplier or his/her duly authorized representative. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or duly authorized representative/s.
3. Quotations may be submitted personally or electronically. Online submission of Price Quotation shall be sent to materials bidding2023@gmail.com using the prescribed Price Quotation Form. File submissions via email shall be password-protected, and the password shall be provided to the BAC Secretary during the opening of quotations. Quotations sent without password protection shall not be honored. The email transmittal shall include the contact number

of the authorized representative who can be reached during the opening of quotations.

4. Prior to submission of quotation, suppliers must comply with the accreditation requirements of ISECO to ensure their capability and reliability as a supplier. The accreditation requirements are enumerated under Annex B. Advance copies of eligibility requirements may be submitted via email at pbac_iseco@yahoo.com The original copies shall be submitted to the BAC during the opening of quotations or sent via courier. Only suppliers who have complied with the accreditation requirements prior to the opening of quotations shall be considered for evaluation. The accreditation fee is **Php 560.00**

You may pay the accreditation fee at:

Bank Name: BDO

Account Name: Ilocos Sur Electric Cooperative, Inc.

Account Number: 005500280490

Send your deposit slip at pbac_iseco@yahoo.com so that we can issue an invoice.

5. As part of the quotation requirements, all bidders shall submit one (1) sample of the proposed 17 x 22-inch full-color calendar and one (1) sample of the proposed annual book, demonstrating the quality of printing, paper stock, binding (if applicable), color reproduction, and overall workmanship.
 - a. For quotations submitted personally, the required samples shall be submitted together with the sealed quotation or, if submitted separately, shall be received by the BAC Secretariat on or before the scheduled opening of quotations.

- b. For quotations submitted electronically, the required samples shall be delivered to the BAC Secretariat on or before the scheduled opening of quotations. The password-protected electronic quotation shall only be opened if the required samples have been received by the BAC Secretariat within the prescribed period.

- c. Failure to submit the required samples within the prescribed deadline shall be a ground for the non-consideration of the quotation.

- d. The submitted samples shall form part of the technical evaluation and shall be used by ISECO to determine compliance with the required specifications, printing quality, paper quality, binding (if applicable), color reproduction, and overall workmanship.

- e. The calendars and annual books to be delivered by the winning bidder shall conform to the quality, specifications, materials, printing, binding, and workmanship of the approved samples submitted during the quotation process. Any material deviation from the approved samples or the approved technical specifications shall constitute sufficient ground for the rejection of the delivered items and/or their replacement by the supplier at its own expense.

6. Price quotation shall be in Philippine peso and shall include all related expenses and obligations, including VAT (if VAT registered), taxes, duties, and or/levies payable in accordance with relevant conditions, rules, regulations and specifications prescribed by ISECO.
7. Price Quotations above the Approved Budget of the Contract (ABC) shall be outrightly rejected.
8. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (LCRQ). ISECO shall take into consideration the bidder's compliance

with the requirements of the project as set forth in the terms and conditions **(Annex C)** in determining the winning bidder.

9. Should two (2) or more Bidders be determined and declared as the Lowest Calculated and Responsive Quotation (LCRQ), ISECO shall adopt a non-discretionary tie-breaking method in accordance with applicable procurement rules.
10. ISECO will notify the winning bidder through the issuance of a Notice of Award. The Notice of Award shall serve as the binding agreement between ISECO and the Supplier. Failure of the Supplier to accept the Notice of Award within the prescribed period shall constitute sufficient ground for cancellation of the award without incurring liability on the part of ISECO.
11. All Price Quotations shall carry a validity period of **30 days** from the date of opening of quotations.
12. Payment shall be processed within sixty (60) calendar days upon complete delivery and acceptance of the items and submission of complete supporting documents.
13. ISECO reserves the right to reject any or all quotations, declare a failure of bidding, or waive minor defects therein, in accordance with applicable procurement rules and regulations, without thereby incurring any liability to the affected bidders. ISECO assumes no obligation for any losses that may be incurred by the bidder in the preparation of quotations, nor does it guarantee that an award shall be made.

You may inquire with the Bids and Awards Committee Secretary at 09178141933 or at pbac_iseco@yahoo.com

The Price Quotation Form and other bidding documents may be obtained from the BAC Secretary, Ms. Sheila Marie C. Santos, at the ISECO Main Office, Bigbiga, Santiago, Ilocos Sur, from Monday to Friday, 8:00 A.M. to 5:00 P.M.

(Sgd.) ARNEL G. FERNANDEZ
BAC Chairman

(Sgd.) LAWRENCE A. SEVERO
General Manager