



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. 10-26

Date: August 28, 2026

The ISECO through its Bids and Awards Committee (BAC) hereby invites suppliers 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	ONE-YEAR ALL PERILS INSURANCE COVERAGE FOR ISECO BUILDINGS & EQUIPMENT (Main Office, Sub-Offices and Cervantes Satellite Office)
COVERAGE	September 15, 2026-September 14, 2027
PLACE OF DELIVERY OF INSURANCE POLICY	ISECO Main Office (Bigbiga, Santiago, Ilocos Sur)
APPROVED BUDGET FOR THE CONTRACT	Php 400,000.00 (VAT Inclusive)
AWARDING	The award shall be made on a one (1)- lot basis.
SOURCE OF FUND	GENERAL FUND
DEADLINE OF SUBMISSION OF SEALED QUOTATION	September 7, 2026 at 11:00 AM
OPENING OF SEALED QUOTATION	September 7, 2026 at 11:00 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 **P560.00**

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. 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.
6. Price Quotations above the Approved Budget of the Contract (ABC) shall be outrightly rejected.
7. Award of contract shall be made to the Lowest Calculated and Responsive Quotation. 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.
8. 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.
9. 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.
10. All Price Quotations shall carry a validity period of **60 days** from the date of opening of quotations.
11. Payment shall be processed within forty (40) days after the receipt of the Policy and submission of complete supporting documents.
12. 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

Price Quotation form and other information may be obtained from Monday to Friday, 8:00AM to 5:00PM from the BAC Secretary Ms. Sheila Marie C. Santos at ISECO Main Office, Bigbiga, Santiago, Ilocos Sur.

(Sgd.) ARNEL G. FERNANDEZ
BAC Chairman

(Sgd.) LAWRENCE A. SEVERO
General Manager