**INVITATION TO BID**

(BAC Control No. 2026-078)

**CONTRACTED SERVICES FOR CONSTRUCTION OF CS, LMS AND PDS OFFICE PARTITIONS**

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

| # | Description | Project Location | No. of Working Days | Approved Budget *(VAT inclusive)* | Bid Document Fee (non - refundable) | Source of Fund |
|---|---|---|---|---|---|---|
| 1 | Construction of CS, LMS and PDS Office Partitions | DECORP Bacayao Substation, San Miguel, Calasiao, Pangasinan | 120 | Php 855,977.00 | Php 855.00 *(VAT inclusive)* | General Fund |

2. Bids beyond the abovementioned amount shall be immediately denied upon the opening of such bids.
3. 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 | October 20 - 21, 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 | October 22, 2026 , 8:00 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.<br><br>Kindly send the request to bids@decorp.com.ph |
| Deadline of submission of queries | October 22, 2026, 12:00 noon | - | Those shortlisted may send their queries through the form below:<br><br>(Bidder form)<br><br>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 |

| CALENDAR OF ACTIVITIES | | | |
|---|---|---|---|
| **Activity** | **Date and Time** | **Venue** | **Remarks** |
| | | | fee on the schedule indicated below. |
| Pre-bid conference | October 22, 2026, 1:30 p.m. | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City<br><br>*Online attendees must signify their intention to participate in the virtual pre-bid conference in their LOI. The meeting code will be provided thereafter.* | 1. Prior to the pre-bid conference, please send the following details to bids@decorp.com.ph:<br>2. Names of attendees<br>3. Number of attendees<br>4. Contact Numbers<br>5. Email addresses |
| Deadline for submission of bid proposals and bid bond | October 29, 2026, 12:00 noon | DECORP Office, VFL Bldg., A.B. Fernandez West, Dagupan City | Kindly submit your bid proposals in sealed envelopes.<br><br>Please write the OR number on the envelope and send the soft copy of the OR to bids@decorp.com.ph.<br><br>For online payments, please message the BAC for additional instructions. |
| Opening of Bid Documents | October 29, 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. |

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

**A. For DECORP accredited contractors:**

a. Certificate of Accreditation issued by DECORP

**B. For non-accredited service contractors:**

a. Company Profile, which includes:
    i. Organizational chart and list of qualified key personnel for the project;
    ii. List of completed relevant construction projects
    iii. List of all relevant on-going and awarded projects;
    iv. List of owned construction equipment and proofs of ownership; and
    v. List of leased or rented construction equipment and certified copies of contracts of lease or rent;
b. Certified copy of Applicant's Contracting License and/or Certificate of Business Registration (DOLE 174 Registration Certificate);
c. Photocopy of Department of Trade and Industry (DTI) Registration Certificate or Securities & Exchange Commission (SEC) Registration Certificate, whichever is applicable.
d. 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)
e. Latest Financial Statements, which include:
    i. Certified copy of Applicant's All Risk Insurance and Third Party Liability Insurance issued by a bonding company;
    ii. Credit line certificate or Net Financial Contracting Capacity which must be at least equal to the approved in-house estimate;
f. 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;
g. Business permit;
h. Other pertinent permits.

The abovementioned eligibility requirements must be submitted together with the Letter of Intent (LOI).

5. 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 bids.
6. 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 |
|---|---|
| Construction of CS, LMS and PDS Office Partitions | Php 42,798.85 |

7. DECORP reserves the right to reject any and all 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.
8. 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