



REQUEST FOR QUOTATION

Simplified Bidding No. 04
Series of 2026

Date: April 27, 2026

Procurement of Office Supplies

Interested bidders are invited to participate in the simplified bidding and submit proposals/quotations for the goods/items/services as specified below:

No.	Description/Specification	RIV Number	Quantity	UOM
1.	Ballpen (Flexstick .5/.7 Black/Blue)	9580	1000	Pcs
2.	Ballpen (Flexstick .5 Red)		100	Pcs
3.	Folder Thick Long		1000	Pcs
4.	Folder Expandable (Assorted Color)		200	Pcs
5.	Pentel Pen Black (Round Tip)		300	Pcs

General Conditions:

1. Procurement will be conducted through simplified bidding procedures (**Sealed Quotation**) as specified in the **Alternative Modes of Procurement** in the **NEA Memorandum No. 2017-019**, otherwise known as the *“Revised Procurement Guidelines and Simplified bidding Procedures for Electric Cooperatives IRR-RA 10531 (2017)”*.
2. Proposals/quotations must be VAT inclusive (if applicable), and the same shall be placed in a sealed envelope and must be received by the BAC Secretariat on or before **May 06, 2026, 3:00PM** at the **CENPELCO Main Office, Padilla St., San Carlos City, Pangasinan**.
3. Online submission is allowed and **may be password protected**. For proposals with passwords, and to maintain password security, please contact our BAC Secretariat through the phone number provided. Proposal sent through email must be received by the BAC Secretariat on or before **May 06, 2026, 3:00PM**.
4. Suppliers are required to submit an **updated company profile, valid Business Permit, and BIR Certificate of Registration (Form 2303)** as part of their documentary requirements.
5. The proposals/quotations shall not be considered unless properly signed by the supplier or by its duly authorized representative/s. Quotation form must be filled out and all details must be provided.
6. Suppliers are required to strictly adhere to prescribed template (**Annex B-Quotation Form**).

Note: Suppliers for various electrical materials shall comply with accreditation requirements as enumerated in **ANNEX A**. Suppliers with valid accreditation may directly proceed with the submission of the **Sealed Quotation** as scheduled.

CENPELCO reserves the right to accept or reject any or all bids to award whole or in part, declare a failure of bidding or not to award the contract, without disclosing any reason, to waive minor defects or infirmities therein, and to accept such bid as may be advantageous to CENPELCO.

For further inquiries, kindly reach the following:

Email Address: cenpelcobac@gmail.com

Contact Number: 09159251947

(SGD) Engr. Gerardo A. Ignacio
BAC Chairperson

Noted by:

(SGD) Engr. Rodrigo F Corpuz
General Manager



**CENTRAL PANGASINAN
ELECTRIC COOPERATIVE, INC.**
Padilla St., San Carlos City, Pangasinan

BIDS AND AWARDS COMMITTEE



Tel. # (075) 532-2222 loc. (205)



@cenpelco.inc



cenpelcobac@gmail.com

ANNEX A

ACCREDITATION REQUIREMENTS:

1. Intent Letter addressed to General Manager
2. Company Profile
3. DTI Business Name Registration or SEC Registration
4. Mayor's/Business Permits
5. Certificate of Registration (BIR Form 2303)
6. Certification that the Supplier/Contractor is not blacklisted or banned from bidding by the government or any of its agencies and other private corporations/organizations.
7. Compliance with EO#398
 - a. Proof of VAT payment for the past six months
 - b. Tax Clearance from the BIR for the last two quarters
8. Line of Business or Products to offer

APPLICABLE TO INFRASTRUCTURES AND SERVICES

9. Ongoing, completed, or awarded contract not yet started for the last three (3) years specifying the following
 - a. Name of the Contract;
 - b. Date of the Contract;
 - c. Amount of contract and value of outstanding contracts;
 - d. Date of Delivery, and
 - e. End-user's acceptance if completed
10. Philippine Contractor's Accreditation Board (PCAB) license
11. Compliance to Occupational Safety & Health Standards (R.A 11058) provide organizational chart.

Suppliers of electrical hardware and related materials for power distribution must be duly accredited before their quotations can be opened.

The accreditation fee is **Php 2,500.00** valid for **two (2) years**. Please pay it personally at Finance Department office of CENPELCO, or through a Bank Deposit at:

Bank Name: **BDO - San Carlos City, Pangasinan**

Account Name: **Central Pangasinan Electric Cooperative, Inc.**

Account Number: **5220230531**

To ensure the timely posting of your payment, kindly send notification via electronic mail to these email addresses: cenpelcobac@gmail.com

Cc: cenpelcofsd@gmail.com & cenpelco.audit@gmail.com

(Company Header)

QUOTATION FORM

DATE:

COMPANY NAME

COMPLETE ADDRESS

Please submit the canvass sheet at the CENPELCO Main Office, Padilla St., San Carlos City, Pangasinan on the date specified in the Invitation to Bid.

NO.	DESCRIPTION/ SPECIFICATION	BRAND/ORIGIN	QUANTITY	UOM	UNIT PRICE	TOTAL
GRAND TOTAL						

TERMS OF PAYMENT : _____
WARRANTY : _____
DELIVERY PERIOD : _____
PRICE VALIDITY : _____

CONFORME:

Signature Over Printed Name

Contact Number : _____
Email Address : _____
Facebook Account : _____

Important reminders/ instructions to bidders:
1). Fill out this form accurately.
2). Indicate terms of payment and the number of days delivery.
3). All quoted price/s should be vat inclusive (if applicable).
4). Stocks/ items/services should be available and can be delivered within the delivery period.
5). Indicate the brand and/or attach brochures and/or pictures and/or specifications, whenever possible.
6). All participating bidders are requested to comply the accreditation requirements of CENPELCO.