



NEECO II AREA 1

NUEVA ECIJA II ELECTRIC
COOPERATIVE, INC. – AREA I
Calipahan, Talavera, Nueva Ecija
Tel./Fax : (044) 411-1007; 958-0260
Email: neeco2_area1@yahoo.com.ph
Website: www.neeco2area1.com

Dear Interested Bidders/Contractors:

In observance of the appropriate procurement procedure, including transparent and competitive bidding, the NEECO II-Area 1 hereby invites you to be one of our accredited bidders.

Please be informed that only NEECO II-AREA 1 accredited bidders are eligible to participate on our bidding both in simplified/sealed canvass and public/competitive biddings; and become our suppliers and/or contractors for our material requirements and/or private projects within our coverage area, respectively.

To become one of the NEECO II-Area 1's accredited/eligible bidders, prospective bidder **must abide with the following instructions:**

1. Submit a **scanned (pdf file) copy of complete accreditation documents (with signature of bidder's authorized signatory and stamped certified true copy per document)** with file names below:

File name to be used	Accreditation Document to be submitted	REMARKS
LOI	Letter of Intent	General Requirement for all bidders
EDOCUMENT#1	DTI Business name registration or SEC certificate	General Requirement for all bidders
EDOCUMENT#2	Valid and current Mayor's permit/municipal license	General Requirement for all bidders
EDOCUMENT#3	Tax payer's identification number	General Requirement for all bidders
EDOCUMENT#4	BIR Value Added Tax registration	General Requirement for all bidders
EDOCUMENT#5	Notarized Certification that the supplier/contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives	General Requirement for all bidders
EDOCUMENT#6	Compliance with EO #398 -Proof of VAT Payments for the past six (6) months	General Requirement for all bidders
EDOCUMENT#7	Compliance with EO #398 -Tax clearance from the BIR for the last two (2) quarters	General Requirement for all bidders
EDOCUMENT#8	Matrix/Table Form of all on-going and completed government and private contracts within the relevant period, where applicable, including contracts awarded but not yet started, if any, which specifies the following: -Name of contract -Date of contract -Amount of contract -Date of Delivery -End-User's acceptance if completed	General Requirement for all bidders

EDOCUMENT#9	Documents such as service contracts, maintenance contracts, purchase orders, job orders, etc. for the on-going, completed or awarded contract not yet started with the relevant period (following the order in the matrix/table in the EDOCUMENT#8)	General Requirement for all bidders
EDOCUMENT#10	Company Profile	General Requirement for all bidders
EDOCUMENT#11	List of Products/services offered	General Requirement for all bidders
EDOCUMENT#12	PCAB License	For bidders for construction/infrastructure projects
EDOCUMENT#13	Certification from DOLE	For bidders for supply of Manpower/Security Services
EDOCUMENT#14	License to Operate	For bidders for supply of Manpower/Security Services
EDOCUMENT#15	Audited Financial Statement	For bidders for supply of Manpower/Security Services
EDOCUMENT#16	Clearances from SSS, Philhealth, Pag-ibig, etc.	For bidders for supply of Manpower/Security Services
EDOCUMENT#17	PADPAO Accreditation (For Security Services Provider)	For bidders for supply of Manpower/Security Services
EDOCUMENT#18	Certification from Insurance Commission	For bidders for Healthcare/Accident Insurance

2. Scanned documents shall be emailed to the Bids and Awards Committee (BAC) email address: bac_neeco2area1@yahoo.com.ph, with subject: ACCREDITATION REQUIREMENTS OF **NAME OF COMPANY and CURRENT YEAR.**
3. **Printed copies of the bidder's accreditation documents** shall also be submitted to the BAC addressed to:

Engr. Jeffrey C. Cudapas
BAC Chairman
Nueva Ecija II Electric Cooperative, Inc.-Area 1
Brgy. Calipahan, Talavera, Nueva Ecija 3114
(044) 411-1007
4. The submitted Accreditation Documents of the bidder will be evaluated by the Bids and Awards Committee (BAC) and Technical Working Group (TWG).
5. After evaluation, the bidder will be notified by the BAC Secretary of its result.

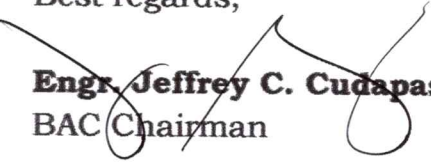
6. If the bidder's submitted accreditation requirements "**passed**" the evaluation, a **non-refundable accreditation fee amounting to Php 5,000.00 shall be deposited to NEECO II-Area 1's Bank account.**
7. An **Accreditation Certificate** will be issued to the bidder after payment of accreditation fee.

Please be noted that the **accreditation of a bidder is valid for one (1) year from issuance of the Accreditation Certificate.** However, the BAC may opt to require the submission of abovementioned documents every six (6) months. Non-compliance thereto will forfeit the accreditation of the bidder.

For further information, please call (044) 411-1007 local 104 and look for the BAC Secretary, Ms. Set Pauline Feliciano

Thank you very much.

Best regards,


Engr. Jeffrey C. Cudapas
BAC Chairman

Noted by:


Engr. Nelson M. Dela Cruz
General Manager