



# CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)

Del Rosario, Naga City  
Contact #: 09175141199 - Globe 09189918512 - Smart Tel # 205-2900

## Invitation to Bid for Simplified Bidding

SB No. 2023-11-02

The CASURECO II ELECTRIC COOPERATIVE, INC. (CASURECO II) thru its Bids and Awards Committee invites eligible bidders to participate in the simplified bidding (sealed canvass) for goods/items/services as specified below:

PARTICULARS	ESTIMATED BUDGET COST	REFERENCE	
		RV No.	Date
Procurement of services to perform Special Audit of Accounts with Abnormal Balances	650,000.00	218158	July 4, 2023
<b>Source of Fund:</b> General Fund			

ACTIVITIES	SCHEDULE	VENUE
Advertisement/Publication	Tuesday, November 21, 2023	NEA Portal, CASURECO II Facebook Page and website
Submission of Sealed Quotation	Wednesday, November 29, 2023 until 5PM	CASURECO II Main Office
Bid Opening	Friday, December 1, 2023 9:00 AM	CASURECO II Main Office, Conference Room

### **Instruction to Eligible Bidders/Suppliers:**

1. Submission of sealed quotation shall be made either by courier or hand carried by the supplier or his duly authorized representative with label "RV No. 218158" on or before the stated date addressed to:

CASURECO II Bids and Awards Committee  
Secretariat CASURECO II Electric Cooperative,  
Inc., Del Rosario, Naga City

2. All interested bidder must submit signed quotation with complete details of information on the Terms and Conditions as attached herein:

3. CASURECO II reserves the right to accept or reject any bid, declare failure of bidding, or choose not to award all bids, any time prior to the contract award, without incurring any liability to the affected bidder.

4. For further queries and concern, you can contact us with the following contact details; BAC CP No. 09277725181, landline no. 054-205-2900-2002 or you may send an e-mail at [casureco2bac@yahoo.com](mailto:casureco2bac@yahoo.com)

  
**ENGR. MARY FRANCE D. MORALES**  
PBAC Chairman

  
**ENGR. EDGARDO R. PIAMONTE**  
Acting General Manager





**CAMARINES SUR II ELECTRIC COOPERATIVE, INC.  
(CASURECO II)**

Del Rosario, Naga City

Contact #: 09175141199 - Globe 09189918512 - Smart Tel # 205-2900

AN EXCERPT OF THE MINUTES OF THE PBAC MEETING HELD LAST NOVEMBER 10, 2023 AT 1:50 P.M., HELD AT THE BOARD ROOM

ATTENDEES : ENGR. MARY FRANCE MORALES - Chairman & Presiding Officer  
ENGR. CARMILLE MALENIZA - Vice Chair, OIC North Area Manager  
ENGR. JOANALYN NAPAY - Member, SLRD Supervisor  
DARWIN DAVE BARRAMEDA - Member, Energy Trading Section Head  
JANET CARDEL - Member, Budget & Treasury Div. Supervisor

**PBAC RESOLUTION No. 2023 – 05**

**RESOLUTION ENDORSING TO THE HOPE THE PROCUREMENT OF SERVICES  
TO PERFORM SPECIAL AUDIT OF ACCOUNTS WITH ABNORMAL BALANCES  
FOR BOARD APPROVAL**

WHEREAS, the Pre-Qualification Bids and Awards Committee (PBAC) is entrusted with facilitating the procurement of goods and services for CASURECO II;

WHEREAS, The Special Audit is to obtain reasonable assurance as to whether the amount with abnormal balances in financial statements are accurate, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework and in compliance with the laws and regulations;

WHEREAS, the aforementioned project has necessitated the creation and approval of a TOR to guide the procurement process;

WHEREAS, the PBAC, recognizing the significance of adherence to regulatory requirements, hereby recommends the endorsement of the said Terms of Reference (TOR) to the Head of Procurement Entity (HOPE) for subsequent submission to the CASURECO II Board for approval;

WHEREFORE, on common and collective motion, be it;

NOW, THEREFORE, BE IT RESOLVED, that the PBAC hereby endorses the Terms of Reference (TOR) for the project " Procurement of Services to Perform Special Audit of Accounts with Abnormal Balances" to the HOPE;

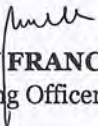
BE IT FURTHER RESOLVED, that upon approval of the Board, the PBAC shall initiate and oversee the simplified bidding procedures in compliance with regulatory requirements and the approved TOR.

Let copies of this resolution be furnished to concerned departments and offices.

I hereby certify to the correctness of the foregoing resolution.

  
**DAN EDMOND Z. QUIRANTE**  
PBAC SECRETARY

Attested by:

  
**ENGR. MARY FRANCE MORALES**  
Chair & Presiding Officer, CORPLAN Manager





**CAMARINES SUR II ELECTRIC COOPERATIVE, INC.  
(CASURECO II)**

Del Rosario, Naga City  
Contact #: 09175141199 - Globe 09189918512 - Smart Tel # 205-2900

November 13, 2023

**FOR : THE HONORABLE BOARD OF DIRECTORS**  
**FROM : ENGR. EDGARDO R. PIAMONTE**  
Acting General Manager  
**SUBJECT : PBAC RESOLUTION FOR BOARD APPROVAL THIS**  
**UPCOMING BOARD MEETING ON NOVEMBER 16, 2023**

The Pre-Qualification Bids and Awards Committee would like to endorse the herein attached PBAC Resolution subject for board approval this upcoming board meeting to be held on November 16, 2023, with the following salient features of its Terms of Reference (TOR);

1. Resolution endorsing to the Head of the Procuring Entity (HOPE) the Terms of Reference (TOR) for the Procurement of Services to Perform Special Audit of Accounts with Abnormal Balances
2. The ABC is Php 650,000.00, inclusive of VAT and other duties, to be funded by General Fund.
3. The objective of the special audit is to obtain reasonable assurance as to whether the amount with abnormal balances in financial statements are accurate, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework and in compliance with the laws and regulations.
4. Delivery period is Eighty (80) Calendar Days upon receipt of the Notice to Proceed (NTP).
5. Terms of payment shall be through progress billing.
6. Respectfully requesting for the approval of the HOPE.

**FOR INFORMATION AND BOARD APPROVAL.**

  
**ENGR. EDGARDO R. PIAMONTE**  
Acting General Manager

November 10, 2023

**FOR : ENGR. EDGARDO R. PIAMONTE**  
Acting General Manager

**FROM : PRE-QUALIFICATION BIDS AND AWARDS COMMITTEE**

**SUBJECT : PBAC RESOLUTION FOR BOARD APPROVAL THIS**  
**UPCOMING BOARD MEETING ON NOVEMBER 16, 2023**

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2. The ABC is Php 650,000.00, inclusive of VAT and other duties, to be funded by General Fund.
3. The objective of the special audit is to obtain reasonable assurance as to whether the amount with abnormal balances in financial statements are accurate, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework and in compliance with the laws and regulations.
4. Delivery period is Eighty (80) Calendar Days upon receipt of the Notice to Proceed (NTP).
5. Terms of payment shall be through progress billing.
6. Requesting for Board Approval.

**FOR INFORMATION AND CONSIDERATION.**

  
**ENGR. MARY FRANCE MORALES**  
Chairperson, PBAC





## TERMS OF REFERENCE

<b>Name of the Contract</b>	:	Procurement of Services to Perform Special Audit of Accounts with Abnormal Balances
<b>Source of Fund</b>	:	General Fund
<b>Approved Budget of the Contract (ABC)</b>	:	PhP 650,000.00

### 1. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget of the Contract (ABC) is **SIX HUNDRED FIFTY THOUSAND PESOS (PHP 650,000.00)** inclusive of taxes, duties and delivered to CASURECO II Main Office, Brgy. Del Rosario, Naga City, Camarines Sur.

### 2. OBJECTIVE OF THE SPECIAL AUDIT

The objective of the special audit is to obtain reasonable assurance as to whether the amount with abnormal balances in financial statements are accurate, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework and in compliance with the laws and regulations.

### 3. TECHNICAL SPECIFICATION/ REQUIREMENTS

Description	Qty	Unit
<b>1. Perform Special Audit of the following:</b>		
1.1 Consumer Accounts Receivable – Energy (Naga Area)	1	Lot
1.2 Deferred Accounts – Debit/Credit	1	Lot
1.3 Reinvestment Account	1	Lot
1.4 PNB Escrow Account – Masinloc Power	1	Lot
1.5 Security Deposit – WESM	1	Lot
1.6 Tax Payable (Property Tax)	1	Lot
1.7 Other Accrued Liabilities	1	Lot
1.8 Accounts Receivable -Others	1	Lot
1.9 Problematic Consumers' Accounts	1	Lot
1.10 Power Purchase Masinloc	1	Lot
<b>2. Submit Recommendations and Audit Report.</b>	1	Lot

### 4. SCOPE OF WORKS

- a. The audit will be carried out in accordance with the Accounting and Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
- b. Express recommendation as to reasonableness of the financial statements in all material respects.
- c. Provide adjusting entries on the reconciled accounts.
- d. In addition to the special audit report, the auditors will prepare a Management Letter on the following:





- Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- Communicate matters that have come to their attention during the special audit which might have a significant impact on the sustainability of the organization.

## **5. QUALIFICATIONS**

### **Qualifications of the Audit Firm**

#### **Eligibility Requirements:**

- a. DTI Business name registration or SEC registration certificate;
- b. Mayor's/Business Permit (current and valid);
- c. Income/Business Tax Return;
- d. Certified Public Accountant (Photocopy of PRC License)
- e. Accreditations:
  - National Electrification Administration (NEA) Accredited
  - Securities and Exchange Commission (SEC) Accredited
- f. Omnibus Sworn Statement (duly notarized)

The Audit Firm must employ adequate staff with appropriate professional qualifications and suitable experience with IAS on Auditing, including experience in auditing the accounts of entities comparable in size and complexity to CASURECO II. The Audit Firm should have at least three (3) years of relevant experience, to be supported with a certificate of on-going and completed audit engagements.

## **6. DELIVERY PERIOD**

Eighty (80) Calendar Days upon receipt of the Notice to Proceed (NTP).

## **7. TERMS OF PAYMENT**

15 % upon receipt of approved Notice to Proceed

60 % upon receipt of report on 1.2 to 1.7 and 1.10

25 % upon submission of 1.1, 1.8 and 1.9, and issuance of Certificate of Completion from End-user

## **8. LIQUIDATED DAMAGES**

- a. In the event that the Service Provider fails to satisfactorily deliver any or all of the goods and/or perform the services within the specified period(s) mentioned in the Agreement, inclusive of duly granted time extensions, if any, the Procuring Entity shall have the right, without prejudice to other remedies under the Agreement and applicable laws, to deduct from the Contract Price, as liquidated damages, one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for each day of delay until actual delivery or performance.





- b. If the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions in addition to the liquidated damages to be paid.

**9. RESERVATION CLAUSE**

The Camarines Sur II Electric Cooperative Inc. (CASURECO II) reserves the right to reject any quotations, annul the procurement process, and reject all quotations at any time without incurring any liability to the affected service provider.

**ENGR. WENDYL P. BORROMEO**  
Chairman, TWG

**ENGR. MARY FRANCE D. MORALES**  
Chairman & Presiding Officer, PBAC





**Date :** \_\_\_\_\_

**Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **(the above-captioned materials/services)** of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II);

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding for **(the above-captioned materials/services)** of the





Camarines Sur II Electric Cooperative, Inc. (CASURECO II), as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and





8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the documents available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*, if any.

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ (month), (year) at the City of \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this  (date)  at the City of \_\_\_\_\_, the affiant exhibited to me (any of the following: Passport, Driver's License, TIN & SSS ID with picture) No/s. \_\_\_\_\_ and valid until \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
UNTIL \_\_\_\_\_  
PTR. No. \_\_\_\_\_  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series (year)