



Date: April 28, 2026

TERMS OF REFERENCE (TOR)

PROJECT NO.: TEI-ePROC-2026-010

PROJECT NAME: ACQUISITION OF ACDC PANELS, LOW VOLTAGE,
400VAC/230VAC, 48VDC, BMS READY FOR SUBSTATION

A. General Terms and Conditions

1. **Specifications of the Products:** The Supplier/Vendor agrees to deliver to **Tarlac Electric Inc. (TEI)** the products specified in the purchase order/ contract or technical and financial proposals or other pertinent Bid Documents, as may be specified by **TEI**, in accordance with the specifications and the delivery schedule and terms indicated therein.
2. **Price:** **TEI** shall pay to the Supplier/Vendor, the price specified in the purchase order/ contract, subject to the Supplier's/Vendor's compliance with the terms of the purchase order/ contract and provisions of 'Procurement Guidelines for the Regulated Transmission and Distribution Assets and Services of Regulated Entities' issued by the ERC (along with amendments thereof).
3. **Delivery:** Time is of the essence. Non-delivery of the awarded items shall be a ground for the cancellation of the order and imposition of penalty as may be defined under the Bid Documents.

B. Bid Preparation

1. Bids submitted by Bidders shall meet the following listed conditions:
 - a. All Bid Documents, forms, and submissions required as per the Bid Documents are provided along with the Bid;
 - b. The technical proposal of the Bid does not include any

details of the financial proposal of the Bid;

- c. Bid submitted shall, at all times, be in original form;
- d. Bid is accompanied by acceptable bid security, in accordance to the Bid Documents; and
- e. The bid submitted is not conditional.

Any Bid not meeting the conditions listed above shall be declared non-responsive and shall be disqualified. The financial proposal of such Bidders shall not be opened and will be returned.

2. The financial proposal shall clearly provide all details, including the quoted price as a separate amount, taxes/ duties/ fees/ levies, and other charges applicable.
3. Bidders shall submit their Bids signed/ endorsed duly by their authorized representative using appropriate forms specified under Bid Documents, on or before the Bid submission deadline.
4. To establish the conformity of the Assets to the Bid Document, the Bidder shall furnish as part of its Bid, the documentary evidence (specifications, designs, drawings, and conformance to standards) and, where asked for, supply samples, demonstrate trials, or carry out tests as specified under Bid Document.

C. Bid Evaluation

1. Bids received prior to Bid submission deadline shall only be considered for Bid evaluation. Bids received after the deadline for Bid submission shall not be accepted by **TEI**.
2. A Bidder may modify its Bid after it has been submitted, provided the modification is received by **TEI** prior to the deadline for Bid submission. No Bid may be modified post-deadline of the Bid submission.
3. To promote transparency and fairness in the process, **TEI** may consider the appointment or designation of third-party observers in the bidding process. The appointment of such third-

party observers shall not result in any increase in procurement cost.

4. The technical proposals shall be opened on the date and time specified in the bid documents of **TEI** at the TEI Office in the presence of the Bidders or their representatives who wish to be present.
5. The financial proposals shall be opened on the date and time specified in the bid documents of **TEI** at the TEI Office in the presence of the Bidders or their representatives who wish to be present.
6. Bidders are prohibited from making or accepting any kind of communication with members of the Bids and Awards Committee (BAC) of TEI, regarding evaluation of their Bids, unless otherwise allowed in accordance with the Bid documents.

D. Bid Security

1. The Bidder shall submit as part of its Qualification Documents, a Bid Security in the form of a Manager's/ Cashier's check, Bank Guarantee, or a Standby Letter of Credit (SBLC) from a reputable bank payable to TARLAC ELECTRIC INC.
2. The Bid Security must be valid for one hundred twenty (120) days from the bid submission due date.
3. The Bid Security shall be delivered to TEI before the deadline of the submission of bids addressed to the BAC Secretariat at TEI's San Rafael Office, located at Sitio Allied, Brgy. San Rafael, Tarlac City.
4. The BAC-Secretariat shall record the date and time when each Bidder delivers Bid Security.
5. Any Bid not accompanied by a Bid Security shall be rejected by the BAC for being non-responsive.
6. The BAC-Secretariat shall return the first main envelope, the second main envelope, and the Bid Security of all non-responsive

Bidders within fifteen (15) calendar days after evaluation of bids.

7. The Bid Security shall be forfeited if the bidder withdraws its bid during the bid validity period, fails to sign the contract, or fails to furnish **TEI** with the required Performance Security.
8. The bid securities of responsive bidders shall be returned after the winning bidder has signed the contract and furnished the required performance security.

E. Performance Security or Guarantee

1. To guarantee the faithful performance by the winning bidder of its obligations under the contract under the Bid Documents, it shall post a performance security of at least twenty percent (20%) of the Procurement value, in the acceptable form of a bank guarantee, a demand draft, or a standby letter of credit (SBLC).
2. The performance security shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
3. The performance security shall remain valid until **TEI** issues a Certificate of Final Acceptance, and there are no pending claims against the winning bidder.

F. Conditions Precedent/ Contract Award

1. Failure to meet any of the conditions precedent listed under the Bid Document, within the specified period, or finding against the veracity thereof, shall disqualify the Bidder for award.
2. **TEI** shall enter into a contract with the selected Bidder once all documentary requirements are complied with.

G. Termination

1. **TEI** or **Supplier/ Vendor** may initiate termination proceedings in accordance with the terms and conditions defined under the purchase order/ contract/ Bid documents.

2. A written notice of termination must be served to the other party at least thirty (30) days before the intended termination. The notice shall specify the nature of default/ failure, remedy required (if any), and time period allowed for remedy of default/ failure in accordance with the terms and conditions of the purchase order/ contract/ bid documents.

H. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

1. The Bidders/ Suppliers/ Vendors shall observe the highest standard of ethics during the Procurement and execution of the contract.
2. The Bidders/ Suppliers/ Vendors shall refrain from engaging in corrupt, fraudulent, collusive, coercive, and obstructive practices, defined as follows:
 - a. 'corrupt practice' means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the Procurement process on in contract execution;
 - b. 'fraudulent practice' means a misrepresentation of facts in order to influence a Procurement process or the execution of a contract to the detriment **TEI**, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial, non- competitive levels and to deprive **TEI** of the benefits of free and open competition;
 - c. 'collusive practices' means a scheme or arrangement between two or more Bidders, with or without the knowledge of **TEI**, designed to establish Bid prices at artificial, non-competitive levels;
 - d. 'coercive practices' means harming or threatening to

- harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- e. 'obstructive practice' is:
 - i. deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigations into allegations of a corrupt, fraudulent, coercive or collusive practice; and/ or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - ii. acts intended to materially impede the exercise of the inspection rights of **TEI**.

TEI reserves its right to pursue the imposition of maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned above.

- 3. Engagement in any of the corrupt, fraudulent, collusive, coercive and/ or obstructive practices, or blacklisting or debarment by governments, international organizations, domestic and international financial institutions, and procuring entities, shall form valid grounds for termination of purchase order/ contract and/ or application of penalties defined under Bid Documents or under applicable laws.

I. Code of Integrity

- 1. Any Bidder participating in the Procurement process shall:
 - a. Not offer any bribe, reward or gift, or any material benefit, either directly or indirectly in exchange for an unfair advantage in the Procurement process or to otherwise influence the

Procurement process;

- b. Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c. Not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the Procurement process;
- d. Not misuse any information shared between **TEI** and the Bidders with an intent to gain unfair advantage in the Procurement process;
- e. Not indulge in any coercion, including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the Procurement process;
- f. Not obstruct any investigation or audit of a Procurement process;
- g. Disclose conflict of interest, if any; and
- h. Disclose any previous transgressions with any entity in Philippines or any other country, other national agencies, foreign governments, international organizations, local and international and financial institutions, and other procuring entities during the last three (3) years, or any debarment by any other procuring entity.

J. Responsibility of the Bidders

The Bidder must carefully examine the Bid Package, including the Procedures and Terms of Reference, and any Bid Bulletins that may be issued, and fully inform them of all conditions and matters that could affect their Bid in any way.

K. TEI Rights

- 1. TEI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:

- a. During any Procurement process, if the Bids and Awards Committee ends-up with only one responsive Bid after evaluation of Bids, in such situation, the Bids and Awards Committee shall check as to whether while issuing the Bid Documents, all necessary requirements to encourage competition like standard Bid conditions, industry accepted specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled or not. If not, the Bid invitation shall be reissued after rectifying deficiencies. The Bid process shall be considered valid even if there is one responsive Bid, provided that:
 - i. The Bid is technically qualified
 - ii. adequate opportunity was provided to other potential Bidders
 - iii. the price quoted by the Bidder is assessed to be reasonable
 - iv. the Bid is unconditional and complete in all respects
 - v. there are no obvious indicators of collusion amongst Bidders
 - b. Further, if any Bidder/ Supplier/ Vendor has a conflict of interest with other Bidder(s)/ Supplier(s)/ Vendor(s) participating in the same Procurement process, the offers of all such Bidder(s)/ Supplier(s)/ Vendor(s) shall be rejected by Procuring Entity.
 - c. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the company as follows:
 - i. if the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible as determined by the head of the procuring entity;
 - ii. if the project is no longer necessary as determined by the head of the procuring entity; and
 - iii. if the source of funds for the project has been withheld or reduced through no fault of the procuring entity.
2. To amend, revise, modify, or clarify the bid documents through the issuance of a Bid Bulletin at any time not later than one (1) week before the deadline of bid submission.

L. Bid Documents

The Bidder shall prepare two (2) Main Envelopes properly labeled, signed, and sealed with the following details:

1st Main Envelope

- ✓ Bidder's Company Name
- ✓ Project Name
- ✓ "Technical Requirements"

2nd Main Envelope

- ✓ Bidder's Company Name
- ✓ Project Name
- ✓ "Financial Offer"

1ST MAIN ENVELOPE:

The first (1st) main envelope for submission shall be in a softbound with labels and index numbers. The document must have a title page that matches the label of its envelope, and on the second page, a checklist of the requirements along with its index number.

1. Technical Requirements:

- a. Certification – as Manufacturer, Exclusive Distributor, Authorized Distributor, Partner, or Trader
- b. Specification Sheets/ Technical Data Sheets of the proposed ACDC Panel
- c. List of Customers supplied with similar AC and DC Panels, complete with customer contact details (Name, Address, Contact Number, and email address) and proof of final project acceptance or Delivery Receipt
- d. A certification for a local after-sales service or technical support based in the Philippines
- e. A certification stating full compliance with this TOR

*** Documents must be original or a Certified True Copy

2nd MAIN ENVELOPE

2. Financial Offer:

- a. Supplier Offer should be in Philippine Peso, VAT inclusive, with the VAT shown separately. The Supplier Offer should be printed on the Bidder's company letterhead and include the date and signature
- b. Warranty:
 - Custom Enclosure and Assembly: one (1) year upon energization
 - Major Components (Breakers, Contactors, Relays): one (1) year upon energization
 - Digital Meters: three (3) years upon energization
 - Workmanship: one (1) year upon energization
- c. Delivery/ Completion:
 - Three (3) months after the approval of drawings
- d. Incoterm:
 - Delivery Duties Paid (DDP) TEI, Brgy. Central, Tarlac City
- e. Offer validity: 120 days
- f. Payment Term: No down payment, Bidder to propose the rest

M. Requirement

1. Scope of Work

The successful bidder shall be responsible for the following:

- Review of the provided single-line diagram (SLD)
- Detailed engineering and layout design
- Supply of all components, materials, and accessories
- Fabrication, assembly, wiring, and labeling of the AC/DC panel
- Arrange Factory Acceptance Test (FAT)
- Delivery of the completed panel to the designated location (onsite)
- Witness during actual energization
- Submission of complete documents

Note: Installation, site works, cabling, site testing, and commissioning are **excluded** from this scope unless otherwise specified.

2. General Technical Requirements

- Type: Indoor, floor-mounted, free-standing, key-locked metal-enclosed panel, with lockout tagout (LOTO) provision
- Construction: Modular, bolted steel closure
- Protection Class: Minimum IP42 (for indoor) and IP65 (for outdoor)
- Insulation Voltage: $\geq 690V$
- Short-circuit Withstand (AC section): Minimum 25kA for 1 second
- Form of separation: Minimum Form 2b
- Finish: Powder-coated, ANSI 61 light gray
- Suitable for tropical conditions:
 - Ambient temperature: 0-50°C
 - Relative humidity: up to 95%

2.1 AC System Requirements

a. System Parameters

- Related Voltage: 400V/230V $\pm 10\%$
- Frequency: 60 Hz
- System: 3-phase, 4-wire, solidly grounded
- Incoming breaker type and rating: As per TEI's SLD
- Busbars:
 - Copper, adequately sized
 - Color-coded and fully insulated
- Neutral and grounding busbars must be provided

b. AC Distribution

- Outgoing feeders as indicated in the SLD
- Breakers:
 - MCCB/MCB as specified in the SLD
 - Adequate interrupting capacity
- Minimum 20% spare feeder provision
- Surge Protection Device (SPD) must be provided

c. Metering and Indication

- BMS-ready
- With LCD
- Class 1.0 accuracy or better
- Capable of measuring:
 - Voltage
 - Current
 - Active power
 - Reactive power
 - Apparent power
 - Frequency
 - Power factor
 - Energy consumption
- With native Modbus RTU and/or Modbus TCP/IP communication
- For BMS integration:
 - Supports native BACnet/IP or BACnet MS/TP, or
 - Supplied with the necessary gateway

2.2 DC System Requirements (48VDC)

a. Battery Charger

- Input: 400VAC
- Output: 48VDC nominal
- Type: Automatic switch-mode charger
- Operating modes:
 - Float charge
 - Boost charge
- Charger capacity: as per SLD 80A
- Ripple voltage: $\leq 1\%$
- Charger redundancy: as per SLD

b. Battery Bank

- Nominal Voltage: 48VDC
- Battery type: VRLA
- Capacity and autonomy: as defined in SLD
- Interconnection included (copper bus/wire with lugs as needed)

c. DC Distribution

- DC busbars (positive and negative)
- Outgoing feeders with MCBs

- Separate protection/control buses if specified
- Minimum 20% spare DC feeders
- Earth fault detection provision
- DC voltage monitoring relay

d. Other Auxiliary DC circuits

- as per SLD

e. Alarm and Indication

- Provision of dry contacts for:
 - AC supply failure
 - Charger failure
 - DC high voltage
 - DC low voltage
 - Battery fuse failure
 - DC earth fault

All alarms shall be suitable for future SCADA integration.

3. Standards and Codes

The panel shall comply with the latest edition of:

- IEC 61439 – Low Voltage Switchgear Assemblies
- IEC 60947 - Low Voltage Switchgear and Control Gear
- IEC 60896 – Stationary Batteries
- IEC 61000 – Electromagnetic Compatibility
- IEEE485 – Battery Sizing (reference)
- Philippine Electrical Code

4. Factory Acceptance Test (FAT)

The bidders shall arrange FAT before delivery, including:

- Visual and workmanship inspection
- Dimensional verification
- Wiring continuity check
- Insulation resistance test
- Functional testing of:
 - AC breakers
 - Automatic Transfer Switches (ATS)
 - Alarm simulation

- Verification of labeling and nameplates

The FAT result shall be documented and submitted to TEI.

5. Basis Of Design

- The single Line diagram (SLD) shall be provided by TEI
- The SLD defines, but is not limited to:
 - Incoming and outgoing feeders
 - Breaker rating and quantities
 - Battery charger configuration
 - Battery bank capacity
 - Load classification and allocation

6. Description of Work

- If awarded, provide shop drawings and specifications for approval
- If awarded, provide updates on the progress or any concerns that might affect the result of what was agreed in the approved submitted offer

N. Other Requirements

1. Bid Security Requirement

- Php 26,000.00

2. Performance Security/ Guarantee

- 20% of the contract amount

3. Eligibility Conditions

- Accreditation Requirements, Secretary Certificate or Board Resolution or certification signed by the Company's President/Owner for the Authorized Signatory and Representative, Expression of Interest (EOI), Non-Disclosure Undertaking (NDU), Declaration Form (DF), latest ISO 9001 Certification, and a certification of no pending dispute with TEI.

4. Bid Evaluation and Selection Criteria for the Determination of the Successful Bidder

- Lowest financial offer from the technically qualified bidder

5. Quality Checks/ User Acceptance Processes

- On-Site Acceptance Inspection
- Physical and Test Report

6. Penalties Applicable

- 1/10 of 1% for every day of delay, not exceeding 10% of the total project cost

7. Bid Forms

- Annex I: Financial Offer

8. Terms & Conditions for the Fulfillment of Contract

- Factory Test Reports
- Complete delivery without Quality Issues
- Complete delivery documents (DR, Invoice, Packing List, and Warranty Certificate)
- Approved fabrication drawings
- Control wiring diagrams as-built documents as necessary
- Wiring and terminal diagrams
- Operation, and Maintenance (OM) manual softcopy and hard copies
- As-build drawings
- Compliance with this TOR

O. SCHEDULE

PARTICULARS	DATE
1. Publication	April 29, 2026
2. Accreditation and EOI submission	until May 6, 2026, 5:00 PM
3. Pre-bid Conference	May 8, 2026, 9:30 AM via MS Teams
4. Bidder Clarification	until May 15, 2026, 5:00 PM
5. Bid Submission due date	May 22, 2026, 5:00 PM , softcopy via TEI e-Procurement and hardcopy at TEI, San Rafael, Tarlac City
6. Bid Opening	May 25, 2026
7. Evaluation, Clarification, and Negotiation	until June 8, 2026
8. Final Bid Assessment, Recommendation, and Approval	until June 15, 2026
9. Announcement of the Winning Bidder	June 15, 2026, onwards

P. Clarification and amendment of Bidding Documents

The Prospective Bidders may request TEI for further information or clarification of the Bidding Documents via email. TEI will respond in kind to any request for information or clarification not later than one (1) week before the bid submission due date. TEI's response will be sent via email and/ or e-Procurement to all qualified Bidders via Bid Bulletin.

All communications must be addressed to the BAC-Secretariat, whose contact details are more particularly described as follows:

JINALYN D. QUIAZON
BAC-Secretariat (Head)
M: +63 919 071 7331 | DL: +63 45 606 8347
E: proc_bac-secretariat@teiph.com

ANDREA KYLA O. ALPE
BAC-Secretariat (Member)
M: +63 998 843 8953
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Annex I: Offer Format

[Bidder's Letterhead]

FINANCIAL OFFER

Date:

TARLAC ELECTRIC INC.
Mabini St., Tarlac City

Attention: Ms. Maria Elisa Abaya
BAC-Chairman

Project No.:
Project Name:

Dear Madam,

XXXXX

Qty.	Description	Unit Price (VAT Exclusive)	VAT (12%)	Price (VAT Inclusive)
1 Lot	XXX <i>Note: Attach the complete BOM and BOQ with the corresponding amount per item</i>	Php	Php	Php

Note: This offer is fully compliant with TEI's TOR for the above project number.

Terms and Conditions:

Warranty: Custom Enclosure and Assembly: one (1) year upon energization
Major Components (Breakers, Contactors, Relays): one (1) year upon energization
Digital Meters: three (3) years upon energization
Workmanship: one (1) year upon energization
Incoterm: Delivery Duties Paid (DDP), TEI, Brgy. Central, Tarlac City
Delivery: Three (3) months after the approval of drawings
Offer validity: 120 days
Payment Term: No down payment, Bidder to propose the rest
Other Remarks:

Prepared by: Name, Designation, Signature

Date: