



## National Power Corporation

### REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

25 April 2024

\_\_\_\_\_  
\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-BBW24-011** Ref. No. SVP240506-JD00247 and submit the same in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman, Quezon City **on or before 9:30 A.M. of 06 May 2024.**

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

2. Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A"). In case the Mayor's Permit in the said Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red or Blue Members:

- Valid Mayor's Permit showing the expiry date
- PhilGEPS Registration Number ;

3. Other documents: : Please refer to the attached TOR

Additional Documentary Requirements, if applicable:

- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

The Warranty Period shall be: Please refer to the attached TOR

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, **Ms. Riza Joy B. De Luna** at telephone no/s. 8921-3541 loc. 5611 with e-mail address at delunari.npc@gmail.com & bcسد@napocor.gov.ph

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**  
Vice President, Office of the Legal Counsel  
and Chairman, Bids and Awards Committee



AFG-LOG-004.F02  
Rev No 0

#### NATIONAL POWER CORPORATION

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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT – 53.9)**

1. **Scope of Works:** PR NO. HO-BBW24-011/ REF NO. SVP240506-JD00247

**FOR THE SUPPLY OF LABOR AND MATERIALS FOR LEAFLETS, POSTERS, TARPAULINE AND FABRICATION INSTALLATION OF BILLBOARDS, IN THE CONSPICUOUS/STRATEGIC LOCATION OF THE BUHI BARIT WATERSHED RESERVATION**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	BILLBOARDS PLAN 11 – IEC/AWARENESS CAMPAIGN	5 PCS	72,500.00
2	BROCHURE PLAN 11 – PROJECT SUSTAINABILITY	100 PCS	12,000.00
3	LEAFLET PLAN 11 – IEC/AWARENESS CAMPAIGN	500 PCS	60,000.00
4	POSTER PLAN 11 – IEC/AWARENESS CAMPAIGN	500 PCS	87,500.00
5	TARPAULIN PLAN 11 – IEC/AWARENESS CAMPAIGN	5 PCS	10,000.00
TOTAL AMOUNT			<b>242,000.00</b>

**Notes:**

- **Warranty:** Shall be at least Three (3) Months
- **Mode of Award:** Lot Award. However, Bid Price offer shall not exceed ABC per item.
- **Must Indicate Brand/Mode, Brochure & Specifications** on your quotation.

**APPROVED BUDGET FOR THE CONTRACT: PHP 242,000.00**

**2. Delivery Period**

Delivery Period shall not be later than **Ninety (90) Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **Buhi Barit Watershed Area Team Office, Brgy. Sta. Justina, Camarines Sur.**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

## 5. Late Bids

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

## 6. Bid Prices

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive.

## 7. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

## 8. Eligibility Criteria

- a. Bids shall be checked using the PASS / FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Quotation(LCQ).

## 9. Detailed Evaluation and Comparison of Bids

The LCQ shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

## 10. Post-qualification

Submitted documents of the LCQ shall be subjected to post qualification evaluation.

- PhilGEPS Certification and Mayor's/Business Permit.
- Additional Requirements stated in RFQ.

The bid that PASSED the Post-Qualification shall be declared as the Lowest Calculated Responsive Quotation (LCRQ).

## 11. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

## 12. Notice to Supplier

- a. The supplier shall pick-up the Purchase Order (PO)/ Notice to Proceed (NTP) from NPC within two (2) calendar days from receipt of the Notice of Award.
- b. Failure to secure the PO/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

## 13. PO Effectivity

- a. The PO Shall take effect immediately upon receipt of the PO / NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

#### **14. Terms of Payment**

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

#### **15. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty).

#### **16. Liquidated Damages**

Where the supplier refuses or fails to satisfactorily complete the work within the specified contract time, plus any time of extension duly granted and is hereby in default under the contract, the supplier shall pay NPC for liquidated damages, and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the undelivered/unperformed portion of the items/works for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it (Section 68 of the Revised IRR of RA 9184).

#### **17. Liability of the Supplier**

If after receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

#### **18. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

#### **19. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

#### **20. Reservation Clause**

NPC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

TERMS OF REFERENCE (c/o RJD)

Shopping 52.1b / PRNO. HO-BBW24-011 - SUPPLY OF LABOR AND MATERIALS FOR LEAFLETS, POSTERS, TARPAULINE AND FABRICATION INSTALLATION OF BILLBOARDS, IN THE CONSPICUOUS/STRATEGIC LOCATION OF THE BUHI BARIT WATERSHED RESERVATION

**SUPPLIER'S BID QUOTATION  
(SHOPPING 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-BBW24-011**. I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1				
2				
3				
4				
5				
6				
7				
8				
<b>TOTAL BID PRICE</b>				

\_\_\_\_\_  
Name and Signature of Authorized Representative  
Date \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Details \_\_\_\_\_

E-mail address \_\_\_\_\_

*Note: The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.*

**Republic of the Philippines  
NATIONAL POWER CORPORATION**

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(NP-Small Value Procurement)**

SUPPLY OF LABOR AND MATERIALS FOR LEAFLETS, POSTERS, TARPAULINE  
AND FABRICATION INSTALLATION OF BILLBOARDS, IN THE  
CONSPICUOUS/STRATEGIC LOCATION OF THE BUHI BARIT WATERSHED  
RESERVATION

**1. Objective**

To develop effective information, education, and communication materials such as Leaflets, Posters, Tarpaulin, and Billboards within the borders of NPC jurisdiction that will provide stakeholders/public awareness and concern towards the protection and management of NPC watershed Reservation.

**2. Coverage**

This contract shall cover the design and production anchored to the Vision Mission Goals and Programs of the Watershed Management Department on the three Management strategies and these are Rehabilitation, Protection, Law enforcement and regulation, and Resource Development, that should be within the context of the design, plans and layout of the Leaflets, Posters, and Tarpaulin.

Billboard fabrication has its own design that shall be prepared by the NPC, and it should be installed in strategic/conspicuous locations within the watershed areas.

**3. Scope of Work**

Scope of work shall include but will not be limited to the following:

**3.1. Fabrication of billboards**

The contractor shall execute the specific design, layout and provide the final artwork for the billboards. Contents/labels of billboards shall be provided to the contractor. All works including the kind of materials to be used should conform to the attached specification.

### **3.2. Installation**

The contractor shall effect the installation of all fabricated billboards. Watershed Area Teams shall provide strategic location/are to which the billboards will be installed.

- 3.3. The contractor shall execute the specific design, layout and provide the final artwork for the Leaflets, Posters, and Tarpaulin. Contents/labels of Leaflets, Posters, and Tarpaulin shall be provided to the contractor. All works including the kind of materials to be used should conform to the attached specification.

## **4. Standard of Services**

The contractor shall be required to perform its services with the degree of skill and expertise normally exercised by a contractor doing similar services. The contractor shall exercise all reasonable skill, care, and diligence in the discharge of its duties agreed to be performed consistent with the best interest of NPC.

## **5. Technical Direction**

The contractor shall report directly to the Buhi Barit Watershed Area Team Concerned.

## **6. Monitoring**

Watershed Area Teams shall conduct from time-to-time monitoring of all works done by contractor if it meets/conforms to specifications.

## **7. Acceptance Criteria**

- 9.1 The Supplier shall forward the following documents to the concerned Watershed Area Team to warrant inspection of completed activity to wit:

- a) Notice of billing
- b) Submitted the specific design, layout and the final artwork. leaflets, posters, Tarpaulin with pull-up/X banner stand
- c) Accomplishment Reports
- d) Certificate of Acceptance/Accomplishment

- 9.2 The Supplier shall prepare two (2) sets of accomplishment reports. (One set for payment purposes and the other set for file of the Area Team).

- 9.3 The Watershed Area Team may either recommend payment for the bill in such amount as may be warranted by actual accomplishments; or for its rejection, as the case may be.
- 9.4 If for rejection, the concerned Watershed Area Team shall notify the Supplier in writing within three (3) working days from receipt of the Reports informing the latter of such fact and explaining the reasons thereof.

**NATIONAL POWER CORPORATION  
Buhi-Barit Watershed Area Team  
Sta. Justina, Buhi, Camarines Sur**

NATIONAL POWER CORPORATION  
Buhi-Barit Watershed Area Team  
Sta. Justina, Buhi, Camarines Sur

Proposed Designed of Fabrication/Installation of Billboards



## Z-Fold Leaflets design

- Z-Fold Leaflet printing gives you six pages to cram with an exciting mix of branding, photography, text, or illustration. Just two vertical folds transform a single sheet into a six-page leaflet.
- **Z-Fold:** The paper is folded like an accordion into three equal segments. This is commonly used for DL size Leaflets that appear as 1/3 A4.
- Paper materials; Glossy

### 1<sup>st</sup> Page / back page

#### **NPC-WMD LOGO**

- Vision
- Mission
- Goal
- BBWAT Geotagged pictures

### 2<sup>nd</sup> page / back page

#### **NPC-WMD LOGO Program and Strategies**

- Watershed Rehabilitation
- Watershed Protection, law enforcement and regulation
- Watershed Resource Development
  - BBWAT Geotagged pictures in all thematic areas

### 3<sup>rd</sup> page /back page

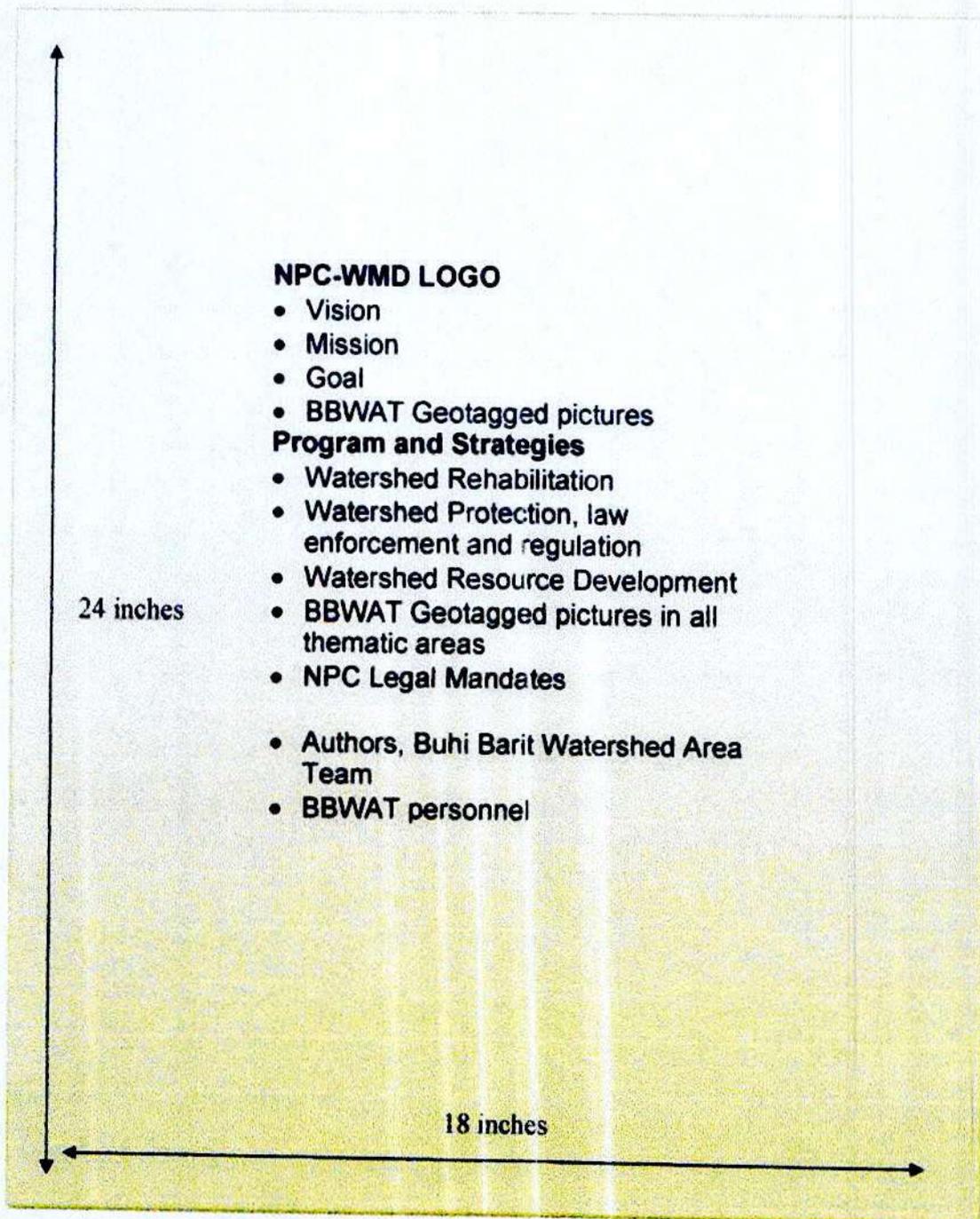
#### **NPC-WMD LOGO**

- Title
- Brief summary
- NPC Legal Mandates
- Authors, Buhi Barit Watershed Area Team
- BBWAT personnel

## Poster Design

### Poster Size

The standard size of a regular poster is 18 x 24 inches.



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*