



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SMALL VALUE PROCUREMENT - 53.9)**

29 May 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-CBM24-001** Ref. No. **PB240227-NA00066 (SVP2)** 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 09:30 A.M. of 11 June 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:

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

3. Other documents: **Please refer to the attached Terms of Reference (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);

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. Nathalie Claire R. Abarquez** at telephone no. **8921-3541/** local no. **5244** / Fax No. **8922-1622** with e-mail address at **bcسد@napocor.gov.ph and ncrabarquez@napocor.gov.ph.**

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**  
Senior Vice President and  
Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
Gabriel Y. Itchon Building  
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
corner Quezon Avenue, Diliman, Quezon City 1100, Philippines  
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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-CBM24-001 / REF NO. PB240227-NA00066 (SVP2)

**For the SUPPLY AND DELIVERY OF VARIOUS MEDICINES FOR NPC HEAD OFFICE CLINIC**

	Item Description	Qty.	U/M	Unit Price	ABC (Php)
3 & 4	ALUMINUM HYDROXIDE + MAGNESIUM HYDROXIDE SIMETICON 178mg/233mg/30mg X100's CHEWABLE TABS. / box	4	Box	1,092.50	4,370.00
11 & 12	ASPIRIN EC, 100MG, X 100'S TABS./BOX	15	Box	250.00	3,750.00
15 & 16	AZITHROMYCIN, 500MG, X 30'S TABS./BOX	15	Box	301.53	4,523.00
45 & 46	DOMPERIDONE, 10MG, X 100'S TABS./BOX	4	Box	1,314.50	5,258.00
51 & 52	EPERISONE (MYONAL), 50MG, X 100's TABS./BOX	5	Box	2,675.00	13,375.00
59 & 60	FENOFIBRATE, 145MG, X 30'S TABS./BOX	30	Box	2,245.57	67,367.00
63 & 64	HYDROCORTISONE 100MG, VIAL	2	Pc	387.00	774.00
67 & 68	IBUPROFEN ARGININE, 400MG, X 30'S TABS./BOX	8	Box	1,639.00	13,112.00
86 & 87	MULTIVITAMIN 1, VITAMIN A 5000 IU, VIT E 100IU, VIT C 500MG, ZN SULFATE 25MG	105	Box	1,575.71	165,450.00
106 & 107	TAMSULOSIN HCL 200MCG X 28'S TABS./BOX	4	Box	370.00	1,480.00
110	TRAMADOL+PARACETAMOL 37.5/325 X 50'S TABS./BOX	3	Box	850.00	2,550.00
123 & 124	VITAMINS B1 + B6 + B12 100MG/200MG/200MCG, X 100'S TABS./BOX	160	Box	500.00	80,000.00
<b>TOTAL</b>					<b>362,009.00</b>

**Award will be on per item basis.**

The medicines to be supplied shall have an expiry date of at least Eighteen (18) months from the date of delivery.

In case the quantity of medicines per package/box being offered by the bidder does not tally with the total quantity in NPC requirement, it can be accepted; provided, that the total quantity in piece is the same or more than the NPC requirement and the price is within the Approved Budget for the Contract (ABC). It should not be a loose box.

Evaluation of bids shall be based on the total quantity as required in the bid/tender documents. NPC will not accept unsealed and broken boxes.

During Delivery, medicines not in original package/sealed box will not be accepted.

**APPROVED BUDGET FOR THE CONTRACT: PHP 362,009.00**

**A. ACCEPTANCE CRITERIA**

A record shall be prepared carefully noting all eventual shortages, defects or damages, signed by the Supplier and concurred by NPC. All shortages and damages noted shall be immediately replaced by the Supplier at his own cost and shall ensure the timely delivery of replacement without affecting the agreed overall contract implementation schedule.

The medicines to be supplied shall have an expiry date of at least Eighteen (18) months from the date of delivery.

Acceptance certificate shall be issued only upon completion of required inspection and the results are acceptable to NPC. If any items fail to pass the inspection, NPC may at his own judgment, direct the Supplier to replace the items.

**B. DOCUMENTS TO BE SUBMITTED**

a. To be submitted with the bid/proposal for evaluation:

- a.1 Valid and current License to Operate issued by the Food and Drugs Administration (FDA) of the Department of Health (DOH);
- a.2 Valid and Current Certificate of Product Registration issued by the Food and Drugs Administration (FDA) of the Department of Health (DOH) for the item/s to be bid;
- a.3 Valid and Current Certificate of Good Manufacturing Practice (CGMP) or equivalent document in case of foreign supplier, duly authenticated by the Philippine Consulate
- a.4 Duly signed and completed Technical Data Sheets;

*Note: In case of expired Certificate of Product Registration (CPR) and Certificate of Good Manufacturing Practice (CGMP), they shall be accepted together with the Official Receipt/s (OR/s) as proof of renewal, provided that the renewed Certificate/s shall be submitted as post qualification requirement.*

b. To be submitted upon delivery:

- b.1 Batch Certificate indicating the description, quantity and balance of goods delivered
- b.2 Product insert or Package insert- a document included in the package of a medication that provides information about the drugs and its use.

### **C. EXCHANGE OF ITEMS**

Upon the recommendation of NPC Retainer Physician and approval by the HR Department Manager, the exchange of medicines will be allowed within six (6) months from the date of delivery, provided the items are included in this tender and purchased from the same company.

### **D. MEASUREMENT OF PAYMENT**

Payment will be made at the contract unit price for each corresponding items in the Bid Price Schedule. Payment thereof shall constitute full compensation for furnishing and delivery of the goods.

Payment shall be made after full delivery of all items.

#### **2. Delivery Period**

The delivery period shall be FIFTEEN (15) CALENDAR DAYS reckoned from the contract effectivity date stated in the Notice to Proceed (NTP).

#### **3. Delivery Point**

The medicines shall be delivered to the NPC Clinic, located at the National Power Corporation Head Office, Diliman, Quezon City using air-condition vehicle/van to promote/maintain efficiency of medicine.

To effect the smooth delivery of the goods, the supplier shall notify NPC in writing at least 5 working days prior to the date of the scheduled delivery.

#### **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 Bid (LCB).

## 9. Detailed Evaluation and Comparison of Bids

The LCB 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 LCB shall be subjected to post qualification evaluation.

- Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement, Latest Income Tax Returns as indicated in the Request for Quotation

The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

## 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. Mode of Payment

Terms of Payment shall be thirty (30) calendar days after conduct of maintenance, delivery of spares and submission of complete supporting documents as required by NPC.

## 15. Warranty

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

## 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.

———— Remaining spaces are intentionally left blank ————

**SUPPLIER'S BID QUOTATION  
 (SMALL VALUE PROCUREMENT - 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. HO-CBM24-001. 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	QTY	U/M	UNIT PRICE (Php)	TOTAL PRICE (Php)
3 & 4	ALUMINUM HYDROXIDE + MAGNESIUM HYDROXIDE SIMETICON 178mg/233mg/30mg X100's CHEWABLE TABS. / box	4	Box		
11 & 12	ASPIRIN EC, 100MG, X 100'S TABS./BOX	15	Box		
15 & 16	AZITHROMYCIN, 500MG, X 30'S TABS./BOX	15	Box		
45 & 46	DOMPERIDONE, 10MG, X 100'S TABS./BOX	4	Box		
51 & 52	EPERISONE (MYONAL), 50MG, X 100's TABS./BOX	5	Box		
59 & 60	FENOFIBRATE, 145MG, X 30'S TABS./BOX	30	Box		
63 & 64	HYDROCORTISONE 100MG, VIAL	2	Pc		
67 & 68	IBUPROFEN ARGININE, 400MG, X 30'S TABS./BOX	8	Box		
86 & 87	MULTIVITAMIN 1, VITAMIN A 5000 IU, VIT E 100IU, VIT C 500MG, ZN SULFATE 25MG	105	Box		
106 & 107	TAMSULOSIN HCL 200MCG X 28'S TABS./BOX	4	Box		
110	TRAMADOL+PARACETAMOL 37.5/325 X 50'S TABS./BOX	3	Box		
123 & 124	VITAMINS B1 + B6 + B12 100MG/200MG/200MCG, X 100'S TABS./BOX	160	Box		
<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 his own company letterhead following this format duly signed by the authorized representative when making the offer.*

## Part II – Technical Data Sheets

- a) The Bidder shall complete this technical data sheet and submit the filled-up form with the technical proposal. The Bidder shall use continuation sheets as necessary for any other additional information keeping to the format shown herein or by reproducing the same.
- b) NPC reserves the right to reject Bids without proper and/or specific data and information as required herein.
- c) The data required are the brand names and manufacturer to be provided by the bidder. Bidder's proposal shall at least be equal or superior to the requirements specified by NPC.

Item No.	ITEM DESCRIPTION	SUPPLIERS DATA	
		Brand Name	Manufacturer
3 & 4	ALUMINUM HYDROXIDE + MAGNESIUM HYDROXIDE SIMETICON 178mg/233mg/30mg X100's CHEWABLE TABS. / box		
11 & 12	ASPIRIN EC, 100MG, X 100'S TABS./BOX		
15 & 16	AZITHROMYCIN, 500MG, X 30'S TABS./BOX		
45 & 46	DOMPERIDONE, 10MG, X 100'S TABS./BOX		
51 & 52	EPERISONE (MYONAL), 50MG, X 100's TABS./BOX		
59 & 60	FENOFIBRATE, 145MG, X 30'S TABS./BOX		
63 & 64	HYDROCORTISONE 100MG, VIAL		
67 & 68	IBUPROFEN ARGININE, 400MG, X 30'S TABS./BOX		
86 & 87	MULTIVITAMIN 1, VITAMIN A 5000 IU, VIT E 100IU, VIT C 500MG, ZN SULFATE 25MG		

Item No.	ITEM DESCRIPTION	SUPPLIERS DATA	
		Brand Name	Manufacturer
106 & 107	TAMSULOSIN HCL 200MCG X 28'S TABS./BOX		
110	TRAMADOL+PARACETAMOL 37.5/325 X 50'S TABS./BOX		
123 & 124	VITAMINS B1 + B6 + B12 100MG/200MG/200MCG, X 100'S TABS./BOX		

Note: "Brand Name" (as defined in Administrative Order No. 2005-016 dated 21 June 2005 issued by DOH) is the name appropriated by the manufacturer, trader or importer to distinguish its product in the market.

**Name of Bidder:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

## 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]*