National Power Corporation

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT - 53.9)

May 26, 2025

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Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for **PR No. HO-CEA25-002 Ref. No.** SVP250603 - KB00212 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 **03 June 2025.**

The following documents must be submitted together with the quotation:
For Platinum Members: Valid and updated Certificate of PhilGEPS Registration (This should include the attached Annex "A" – List of Eligibility Documents. In case the Mayor's/ Business Permit in Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.)
For Red Members:
1. PhilGEPS Registration Number
2. Valid Mayor's/Business Permit
3. **Other documents to be submitted**: **[Please refer to the 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: [refer to the Terms of Reference]

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

For further inquiries, please contact the BAC Secretariat, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5776 with e-mail address kadbernabe@napocor.gov.ph.

Very truly yours,

f/ RManangan

LARRY I. SABELLINA
Chairman, Bids and Awards Committee

NATIONAL POWER CORPORATION
Gabriel Y. Itchon Building
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)
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Website: www.napocor.gov.ph

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-CEA25-002/ REF NO. SVP250603-RB00212
For the SUPPLY, DELIVERY AND INSTALLATION OF STAAD.PRO

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	COMPUTER SOFTWARE LICENSE AND DENR PERMITS/CLEARANCE STAAD	1 LOT	676,000.00
	TOTAL AMOUNT		**676,000.00**
Notes: • Please see attached Technical Specification by the End User • For the Warranty, kindly refer to the attached Technical Specification.			

APPROVED BUDGET FOR THE CONTRACT: PhP 676,000.00

2. **Delivery Duration**

Delivery duration shall be a period of Thirty (30) Calendar Days upon receipt of the Purchase Order / Notice to Proceed.

3. **Delivery Point**

Items shall be delivered at **NPC HEAD OFFICE, DILIMAN, QUEZON CITY**.

4. **Bid Submission**

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

5. **Late Bids**

Any quotation submitted after the deadline of 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 quotation submitted with an adjustable price quotation shall be treated as non-responsive.

SECTION VI – TECHNICAL SPECIFICATIONS

PART II – TECHNICAL DATA SHEETS

SUPPLY, DELIVERY AND INSTALLATION OF STAAD (PR. NO. HO-CEA25-002)

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 technical features and characteristics of the components/parts to be provided by the bidder. Bidder's proposal shall at least be equal or superior to the requirements specified by NPC.

ITEM NO.	DESCRIPTION	NPC REQUIREMENTS	SUPPLIER'S DATA
1.0	**STAAD.PRO SOFTWARE**		
	1. The software to be supplied shall be intended for:	1 user	
	2. License Access Management (Stand alone)	Yes	
	3. The supplier must provide documentation, such as a certificate, to verify that they are an authorized member of the Bentley Inc. sales team.	Yes	
	4. Lifetime Support - Technical Support for the Purchased Version, such as Fixing Bugs, Guide for reinstallation and other related support to fix errors for the purchased Version.	Yes	
	5. Interoperability and Compatibility:	Yes	
	a. Autodesk Autocad	Yes	
	6. The software shall be equipped with the following features and capabilities:		

Name of Firm

Name & Signature of Representative

Designation

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ITEM NO.	DESCRIPTION	NPC REQUIREMENTS	SUPPLIER'S DATA
	a. Structures are made of standard reusable components that are available in libraries. You can easily create your own libraries or get them from a manufacturer	Yes	
	b. Structure models are built interactively using interactive menus and graphical commands	Yes	
	c. Automatic generation of underlying finite element model of structure	Yes	
	d. Linear and Nonlinear finite element analysis options	Yes	
	5. Software development experience		
	6. Software Program Upgrade	Features upgrade and user support within the warranty period	
2.0	**TRAINING**		
	1. The supplier shall conduct Hands-on training on the use of Staad Pro		
	2. The supplier shall provide handouts for the trainees as guide including procedure to perform the software functionalities	Yes	
	3. The training documentation complete with program duration shall be submitted for approval of NPC	Yes	
	4. The training program shall be conducted at NPC premises within the contract period. Meals and snacks shall be provided by the Supplier	Yes	

Name of Firm | Name & Signature of Representative | Designation

SECTION VI – TECHNICAL SPECIFICATIONS

PART II – TECHNICAL DATA SHEETS

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7. **Bid Price Validity**

Price Validity shall not be less than One Hundred Twenty (120) calendar days from the date of opening of quotations.

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 Single/Lowest Calculated Quotation (S/LCQ).

9. **Detailed Evaluation and Comparison of Bids**

The S/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**

Documents submitted for the Lowest Calculated Quotation (LCQ) will undergo a post-qualification evaluation. Original copies of these documents presented at bid opening/submission must be made available during the post-qualification process. Any quotation that successfully meets the post-qualification criteria will be declared as the Single/Lowest Calculated and Responsive Quotation (S/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**

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**

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the contract awardee for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies, unless otherwise provided in the RFQ.

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 but not to exceed ten percent (10%) of the total contract price. 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 the contract award, without thereby incurring any liability to the affected bidder/s.

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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-CEA25-002. 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)
TOTAL BID PRICE				

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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 letterhead following this format duly signed by the authorized representative when making the offer.