



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

April 30, 2024

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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-IST24-007** Ref. No. SYP240514 - RA00264 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 AM of 14 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:

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

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

Additional Documentary Requirements, if applicable:

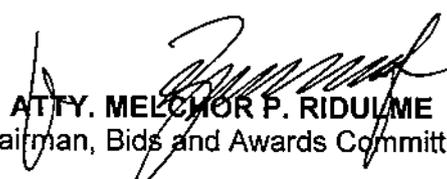
- Omnibus Sworn Statement (use attached Form) (For Total ABC of AbovePhp 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above Php 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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. Ardee A. Alcancia** at telephone no/s. 8- 9245-300 loc 5208 / Fax No.8- 922-1622 / email address: [bcsd@napocor.gov.ph](mailto:bcsd@napocor.gov.ph).

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**  
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  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468  
Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)





Republic of the Philippines  
NATIONAL POWER CORPORATION

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

**PR NO. HO-IST24-007 / REF NO. SVP240514 - RA00264**

**For License and Support Renewal for existing Oracle Database Administrator Services and Oracle Linux for One (1) Year**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1 & 2	Computer Software license and DENR Permits/Clearance Oracle Linux	1 LOT	150,000.00
3 & 4	Computer Software license and DENR Permits/Clearance Oracle Database Admin Support	1 LOT	323,200.00
<i>Please refer to the attached sheets consisting of two(2) pages for the complete detailed requirement marked as ANNEX "A"</i>			
<b>TOTAL AMOUNT</b>			<b>473,200.00</b>

**Notes:**

- **Warranty: Shall be at least one (1) year**
- **Please see attached Technical Specification.**
- **Mode of Award: per LOT basis**
- **Bidders are required and reminded to strictly state/include in their own Bid Proposal the requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR) to wit:**
  - **Payment Terms**
  - **Delivery Period**
  - **Price Validity**
  - **Delivery Point**
  - **Warranty**

**APPROVED BUDGET FOR THE CONTRACT: PHP 473,200.00**

**2. Delivery Period**

The delivery period for the entire Scope of Work is fifteen (15) calendar days reckoned from receipt of Notice to Proceed (NTP).

**3. Delivery Point**

Items shall be delivered at **National Power Corporation, BIR road corner Quezon Avenue, Diliman, Quezon City**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the Request for Quotation (RFQ).

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**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 the 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 do 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.

The bid that is rated as "PASSED" during the Post-Qualification activity shall be declared as the Single / Lowest Calculated 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 shall cause the cancellation of the same and shall warrant the 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**

NPC shall pay the CONTRACTOR within thirty (30) days from receipt of the complete supporting documents as required by NPC. Checks will be prepared for payment to the CONTRACTOR subject to existing taxes.

**15. Warranty**

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of one (1) year from the date of final acceptance by the end-user.

**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 shall 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.

Should there be infractions, the appropriate sanctions provided under Section 69 (Item 69.1) of The 2016 Revised IRR shall be imposed against the bidder.

**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.

**SUPPLIER'S BID QUOTATION  
 (NP-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-IST24-007**. 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	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1-2	<b>Computer Software license and DENR Permits/Clearance Oracle Linux</b>	1 lot		
3-4	<b>Computer Software license and DENR Permits/Clearance Oracle Database Admin Support</b>	1 lot		
<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.*





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ANNEX "A"

**NATIONAL POWER CORPORATION  
Information and Technology Services Department**

**TERMS OF REFERENCE**

**Purchase Requisition No. HO-IST24-007**

**LICENSE AND SUPPORT RENEWAL OF ORACLE DATABASE  
ADMINISTRATOR SERVICES AND ORACLE LINUX**

**1. SCOPE OF WORK**

The winning bidder shall supply and deliver the renewal of the licenses, subscription, support, and services for the following existing Oracle products of National Power Corporation Head Office:

- 1.1. Oracle Database Administrator Technical Support & Services for Oracle Database-related concerns including but not limited to Oracle health checks, knowledge transfer, and emergency onsite / off-site services for the Oracle Databases.
- 1.2. Oracle Linux Premier Support

The winning bidder must possess substantial knowledge and understanding, and have performed enhancements, corrections, and upgrades with the existing Oracle system of National Power Corporation.

**2. ACCEPTABLE DETAILED REQUIREMENTS**

**2.1. Oracle Database Administrator (DBA) Support and Maintenance Services**

- 2.1.1. DBA services shall be twelve (12) man-days in which period shall commence from issuance of acceptance by the end user.
- 2.1.2. Proactive Services
  - Oracle Health Checks
  - Oracle Database Installation
  - Oracle Back up and Recovery
  - Oracle Data Guard
  - Oracle Database Performance Tuning
  - Oracle Database Configurations
  - Oracle SQL Tuning
  - Oracle Troubleshooting
  - Oracle Real Application Clusters
  - Oracle Database Migration / Upgrade
- 2.1.3. Reactive Services
  - Emergency Database Recovery and On-call/Onsite Services
  - Onsite Problem Resolution
  - Performance Tuning

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**2.2. Oracle Linux Premier Support**

- Oracle Linux Premier Support for Systems with any number of physical CPUs per system.

**2.3. Oracle Support Services**

- Software Updates
- Software Updates is the base level for all Oracle support services and consists of:
  - Program updates
  - General maintenance releases
  - Selected functionality releases
  - Patches via My Oracle Support
  - Documentation updates
- Limited access to bug fix information and patches on My Oracle Support

**2.4. Product Support**

- Assistance with Service Requests (Srs) 24 hours per day, 7 days a week
- Access to My Oracle Support (24 x 7 web-based technical support system)
- Ability to log Service Requests (SRs) through My Oracle Support
- Non-technical customer service during normal business hours
- (e.g., assistance with support identifiers, assistance with logging into My Oracle Support)