



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

May 07, 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-MAG24-006** Ref. No. **SVP240502 - KB00243 (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 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 ADDITIONAL TOR

Additional Documentary Requirements, if applicable:

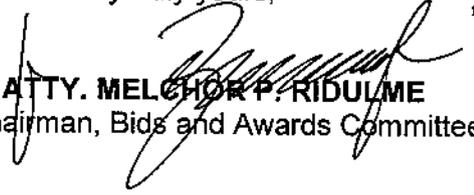
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at **[kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com) or [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)**

Very truly yours,

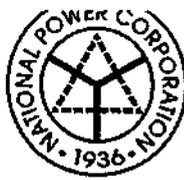
  
**ATTY. MELCHOR P. RIDULME**  
Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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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)**

1. **Scope of Works:** PRNO.HO-MAG24-006/REF NO. SVP240502 – KB00243 (SVP2)

**For the SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF OFFICE CUBICLE**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	OFFICE CUBICLE INSTALLMENT OF CUB. 6M X 10M P9 ACQUISITION OF EQUIPMENT	1	LOT	220,000.00
TOTAL AMOUNT				220,000.00
<b>Notes:</b> <ul style="list-style-type: none"><li>• Please see attached End User's Standard Technical Specs</li><li>• <b>Warranty: Shall be at least One (1) Year on labor and materials</b></li><li>• <b>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:</b><ul style="list-style-type: none"><li>- Payment Terms</li><li>- Contract Period</li><li>- Price Validity</li><li>- Delivery Point</li><li>- Warranty</li></ul></li></ul>				

**APPROVED BUDGET FOR THE CONTRACT: PHP 220,000.00**

**2. Contract Period**

Contract Period shall not be later than **Thirty (30) Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **MAGAT Watershed Area Team, Ramon, Isabela**

**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.



# National Power Corporation

September 24, 2007

## **STANDARD TECHNICAL SPECIFICATIONS FOR WORKSTATIONS**

### **1. Modular Partitions: as per existing**

A. Parts and components of 6cm Two (2) tone tile full fabric/metal partition:

Standard Height for Division Managers: 1.20 mts.

Standard Height for Staff: 1.05 mts.

#### **Top Cover:**

- 1.3mm thick aluminum plate
- Power Coated finish- zero rust

#### **End Post:**

- 2.0mm thick aluminum plate
- T5 category hardness
- Power Coated finish- zero rust

#### **Baseboard:**

- 0.8mm thick aluminum plate
- powder coated finish- zero rust
- mould produced frame for consistent shape and size
- provisions for telephone and electrical outlet

#### **Mid Post:**

- 2.0mm thick aluminum plate
- T5 category hardness
- Power Coated finish- zero rust

#### **Wire Management:**

- Mid level opening of 2 cm wide and 10 cm high is designed to accommodate wirings running through the center panel
- Lower level opening of 2cm wide and 10cm high is designed to accommodate wirings running through the baseboards

#### **End Cover Post:**

- Mould injected using virgin plastic resins
- 100% consistent size and shape

#### **Mid Cover Post:**

- Mould injected using virgin plastic resins
- 100% consistent size and shape
- fit of size to top cover
- S-connector plate
- Used for straight connection attachments
- 2.00mm thick aluminum plate
- Mould produced plate
- Precise hole plate
- Electroplated

#### **D-Connector Plate**

- Used for directional connection attachments
- Precise hole placements
- Electroplated

#### Partition clips

- Used for attachments of panel to post
- 2.00mm thick aluminum plate
- Mould produced plate
- Precise hole plate
- Electroplated

#### Height Adjuster:

- Located below endpost, Midpost and directional posts
- Round button shaped screw attached to post hardware
- Designed for minor height adjustment brought about by uneven flooring

#### Post Hardware:

- Holds the height adjuster in place
- Precise hole plate
- Electroplated

#### Center Panel for tile system only:

- for efficient wire management purpose
- with provision for electrical, computer and phone outlets

#### Main Panel:

- Main frame is made of 0.6mm thick aluminum plate
- Reinforced with honeycomb board on all sides for sturdiness
- 2 aluminum plates are attached by a 1.3mm plate on all sides.

### **B. Polycarbonate Partition:-** to be used to enclose Visitor's Lounge The structure on this concept shall be consisting of the following:

#### 1. Pole

- Height requirement will be 1.50 mts. 80mm dia. with aluminum with epoxy powder coat finish
- It shall accept connections at any height continuously and attachments such as support arms shall be securely fastened not just for safety but also structural support so as not to provide any loose-fit-tolerance enabling a fully fastened and stable structure.
- The pole shall be available in nominal options of 90-degree connections. It shall have a design of 8 segment and with groove to accept wire management and to accept numerous functional components, including support arms for worktops, horizontal bars that accept various materials of screens.
- The pole design shall complete with a pole cap that is tightly fit and not easily removed by the user.
- The pole leveling glide shall allow installations on uneven floor. The height adjustment allowance shall be up to 0.60mm.

#### 2. The Support Arm

- The pole and the horizontal rails shall provide adequate strength and stability to accept the worktop support arms such as the worktops shall be free of any other form of support in order to create a floating effect and providing a total clear leg room space for the user. In a cantilever situation, the support arm shall be structurally sound providing up to 450mm cantilevers of worktop without additional leg support.
- The pole and beam structure shall provide adequate strength and stability to accept various accessory racks without having to resort to additional support legs so as to create a floating effect and provide a total clear legroom space for the user.
- The construction of the support arm shall be die cast aluminum alloy material that is corrosion free, light weight and structurally strong.

- The support arm shall provide the flexibility to be mounted onto pole at different levels to enable a worktop height adjustability range of 680mm to any higher heights continuously so long as the pole length allows.
- The support arm height adjustment specifications shall also ensure screen alignment as well as height variation to suit individual users requirements.
- The support arm shall be a shareable unit. It shall be able of supporting two adjoining worktops concurrently. This shall reduce the component requirement contributing to ensuring the users' valuable investment and design aesthetics

### 3. Horizontal rails

- The support arm height adjustment specifications shall also ensure screen alignment as well as height variation to suit individual users requirements.
- The horizontal rails, when applied to the pole, shall for the basic structural integrity to accept for screens. The horizontal rails shall consist of an identical pair of top and bottom horizontal bars with rails. These rails shall be complete with end brackets that are to be secured to the pole at any height. With the printed scale and guiding marks on the pole, the horizontal rails can therefore be positioned at any modular height easily
- The construction of the horizontal rails and end brackets should be of die cast aluminum alloy material that is corrosion free, light weight and structurally strong.
- In usual applications, the bottom horizontal rail shall be installed at height levels 300mmH or 750mmH from the floor. However, the horizontal rails shall also have the ability to be connected any other heights as specified in workstation specification.
- The horizontal rail shall be able to accept a range of screen thickness from a minimum of 1mm for the membrane screen, to a maximum of 9mm for other screen materials

### 4. The Independent Screen Concept

- With the application of the horizontal rails, the system shall have the capability to accept various types of screens in various materials. The screens shall be easily interchangeable to provide user flexibility in changing the design of aesthetics of the workstation.
- The screen material options shall include the following options:
  - membrane fabric that is light and provides an open concept, with the ability to be digitally printed with selected graphics, logos and patterns as they may be required by the user.
  - fabric on hard surface High Pressure laminate surface.
  - White board surface for an integral writing space or
  - Polycarbonate for a semi translucent finish.
  - Optional: fabric/metal screen , laminate, glass, whiteboard may also be used in place of polycarbonate.
- Screen widths shall be from 600mm, 750mm, 900mm, 1050mm, 1200mm. Screen heights shall range from 450mm to 1500mm, at an increment of 150mm.
- The screens shall be able to be installed at any location along the pole. When installed at conjunction with the work surface height at a height of 300mm from the floor, the screens shall create privacy heights ranging from 750mm to 1800mm from the floor level.
- The screens shall also be able to function as privacy screens when installed at 750mm from the floor, aligned with the work surface level. This application shall create privacy heights of 450mm to 2250mm from the work surface level from providing air circulation below the work surface level and also a floating aesthetic effect for the workstation.

## **2. Chairs:**

### President:

- Executive Chair- Highback mesh chair, synchro tilt mechanism, Multi adjustable armrests, adjustable cushion headrest with lumbar support pad, stiletto base with hooded dual wheel castors, leather seat
- Executive Chair- Lowback mesh chair, synchro tilt mechanism, Multi adjustable armrests, adjustable cushion headrest with lumbar support pad, stiletto base with hooded dual wheel castors, leather seat
- Noise free action gaslift guaranteed 50,000 cycle; polyvinyl chloride (PVC) armrest material; nylon castors, 2" thk., high density foam on back and 3" high density foam on seat, Reclining backrest

### Vice President:

- Executive chair- High back armchair with simple synchronized mechanism spider base with castors, standard gaslift. In fabric finish (color Avocado)
- Visitor's chair- Midback armchair with simple synchronized mechanism spider base with castors, standard gaslift. In fabric finish (color Avocado)
- Noise free action gaslift guaranteed 50,000 cycle; polyvinyl chloride (PVC) armrest material; nylon castors, 2" thk., high density foam on back and 3" high density foam on seat, Reclining backrest fixed armrests

### Managers: Department and Division:

- Executive chair- High back armchair with simple synchronized mechanism spider base with castors, standard gaslift. In fabric finish ( Navy Blue for Dept. Mgrs. color Grape for Division Managers )
- Visitor's chair- Midback armchair with simple synchronized mechanism spider base with castors, standard gaslift. In fabric finish (color Grape for Division Managers and Navy Blue for Dept. Mgrs.)
- Noise free action gaslift guaranteed 50,000 cycle; polyvinyl chloride (PVC) armrest material; nylon castors, 2" thk., high density foam on back and 3" high density foam on seat, reclining backrest fixed armrests

### Staff Chair:

- Midback chair with fixed armrests, typist mechanism, SPD base in castors.
- Noise free action gaslift guaranteed 50,000 cycle; polyvinyl chloride (PVC) armrest, back and seat base material; nylon castors, 2" thk., high density foam on back and 3" high density foam on seat, Reclining backrest fixed armrests. In fabric finish (color Grape)

### Section Chief/Supervisor/Visitor's chair

- Lowback chair with fixed armrests, four legged base in standard fabric finish (color grape).

### Conference Chair:

- Shell moulded in tough recyclable polypropylene. Lumbar supporting profile. Legs of 19mm tubular steel finished in silver epoxy. Color Navy blue

### Visitor's Chair for Lounge

- Single seater with armrests, chrome frame, linkable in fabric finish.

## **3. Steel Storage-**

### Four (4) drawer lateral filing cabinet

- enamel or powder epoxy finish; central locking mechanism with one door at the time opening safety feature; anti-tilt safety feature. Gauge 20 metal body. (Size 90Wx 450D x1380H) in charcoal grey finish

### Three (3) drawer lateral filing cabinet

- enamel or powder epoxy finish; central locking mechanism with one door at the time opening safety feature; anti-tilt safety feature. Gauge 20 metal body. (Size 90Wx 450D x1060H) in charcoal grey finish

### Mobile Pedestal

- Anti-tilt feature, central lock with duplicate key set, pencil drawer, two-drawer and one (1) filer drawer with divider. Size 460W x 560D x 610

Cabinet tank: 0.8mm, mid-carbon steel, grade 1, plating; drawer sliding rail; 0.9mm, mid-carbon steel, grade 1 plating to match with bearing. Paint: dry coating with anti rust, anti static electricity impact paint. Gauge 20 metal body in charcoal grey finish

### 2 Layer Sliding Glass Door Cabinet

- enamel or powder epoxy finish with duplicate key set. Size 90W x 45D x 74H. Gauge 20 metal body in charcoal grey or black finish

### 2 Layer Sliding Steel Door Cabinet

- enamel or powder epoxy finish with duplicate key set. Size 90W x 45D x 74H. Gauge 20 metal body in charcoal grey or black finish

### 3 Layer Sliding Steel Door Cabinet

- enamel or powder epoxy finish with duplicate key set. Size 90W x 45D x 106H. Gauge 20 metal body in charcoal grey or black finish

## **4. Conference Table**

- 200W x 1000D/900Dx 750H MFC Woodgrain (Beechwood) Finish with panel legs

## **5. Other Accessories**

### Keyboard tray

- 560W x 270D x 95H in black finish

### Center Drawer

- 550W x 410D x 90H; with duplicate key set, with roller glides. Gauge 20 metal body in black finish

### CPU Holder with castors

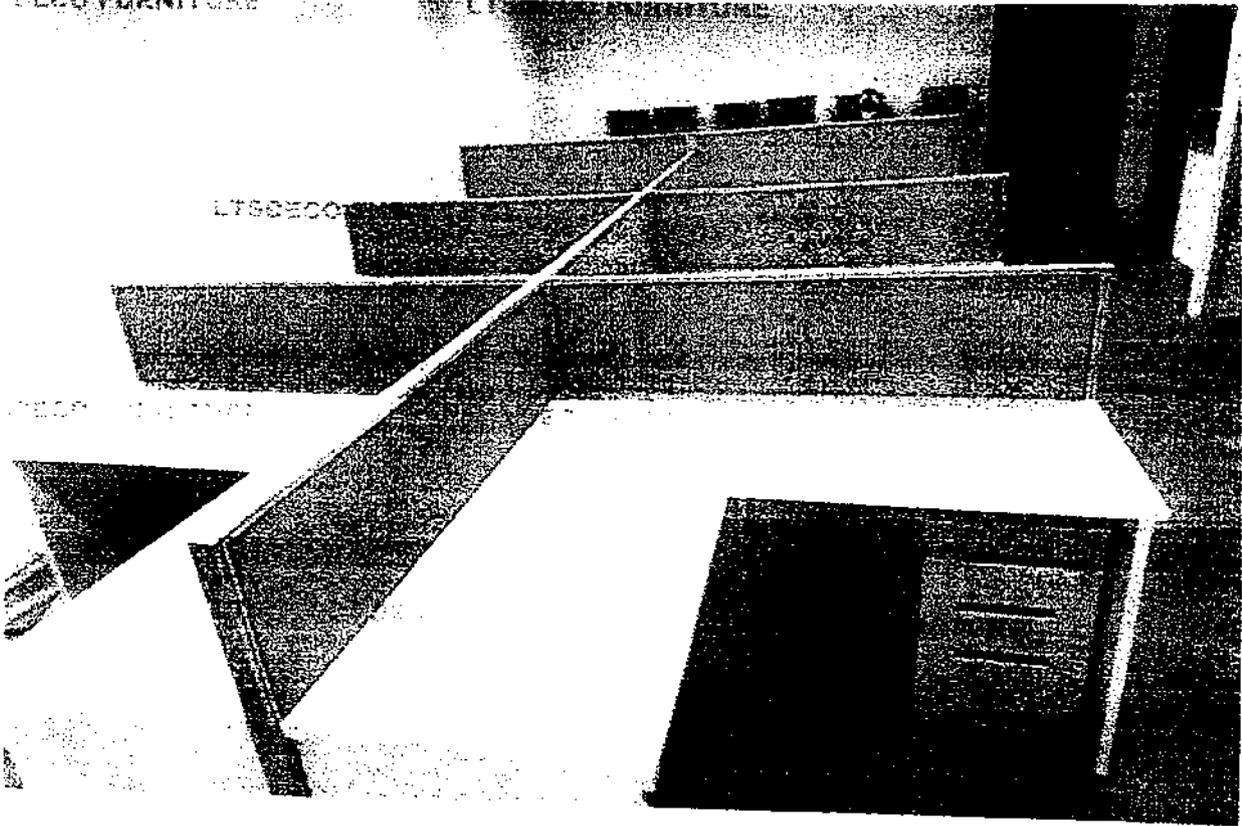
- 280W x 270H x 210H in black finish
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## **6. Bid Prices**

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. 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 shall be at least One (1) Year on labor and materials.

**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.

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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-MAG24-006**. 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				

\_\_\_\_\_  
 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.*