



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

November 12, 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-OMR25-007 Ref. No. SVP241105-KB00484 (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 A.M. of 19 November 2024.**

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: [DTI REPAIR SHOP ACCREDITATION]**

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,


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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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-OMR25-007/ REF NO. SVP241105-KB00484
(SVP2)

**For the SUPPLY OF LABOR, MATERIALS AND EQUIPMENT FOR THE REPAIR
AND MAINTENANCE OF MOTOR VEHICLE FOR MITSUBISHI CARGO TRUCK**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	SUPPLY OF LABOR, MATERIALS & EQUIPMENT FOR THE REPAIR & MAINTENANCE OF MOTOR VEHICLES FOR MITSUBISHI CARGO TRUCK, PLATE NO. SEW-664, MV NO. 3230 (SEE ATTACHED SCOPE OF WORK FOR BODY REPAIR AND REPAINTING, SEAT RE-UPHOLSTERY AND WINDSHIELD AND WINDOW TINT)	1 LOT	160,000.00
TOTAL AMOUNT			160,000.00
Notes: <ul style="list-style-type: none">• Warranty shall be at least Three (3) Months for labor and parts.• Supplier shall conduct survey/inspection and submit scope of work based on work description and material requirement for End User technical evaluation.• Please see attached Scope of Works by the End User			

APPROVED BUDGET FOR THE CONTRACT: PhP 160,000.00

2. Contract Duration

Contract duration shall be a period of 30 Calendar Days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **MRMD, BULI, MUNTINLUPA 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.

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PR NO. : HO-OMR25-007
END-USER : OM – MRMD
ESTIMATED ABC : P160,000.00
MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT (SVP)
MODE OF AWARD : LOT

SCOPE OF WORK/OTHER WORK DESCRIPTION:

Supply of labor, materials (parts, tools and consumables) and equipment shall include but not limited to the following:

1. Supply of labor and materials (Cab body) - P 80,000.00

- 1.a General body repair, repair/weld all rusted portion around the cab body, alignment of Left Hand (LH) & Right Hand (RH) door, front bumper.
- 1.b Pull out of front windshield, front windshield rubber and ceiling to give way for the repair of damaged rooftop.
- 1.c Re-use and cleaning of ceiling, door cladding.
- 1.d Repainting of front cab inside & outside using original color: yellow with top coat.
- 1.e Under body repainting, rust proofing/coating, Color: Black
- 1.f Re-install windshield with all new windshield rubber seal

Accessories/parts to replace/supply and to install

- a) assembly, front LH & RH, 24 volts combination of signal and hazard and clearance light.
- b) Wiper arm and wiper blade assembly, LH & RH

2. Supply of labor and materials (Rear body) - P 35,000.00

- 2.a General body repair, repair/weld all rusted portion around the truck rear body, alignment of LH, RH and rear side drop side rear body and flooring
- 2.b Repainting of whole rear truck body using original color: yellow paint
- 2.c Repainting of crane/boom link and body using original color: blue paint

Accessories/parts to replace/supply and to install

- a) Lamp assembly, rear LH & RH, 24 Volt, LED with stop, signal and reverse

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3. Supply of labor and materials (Upholstery, floor matting) - P 30,000.00

- 3.a Removal of existing front LH & RH seat used upholstery
- 3.b Removal of existing floor matting and used foam
- 3.c Installation of all new upholstery with additional seat foam and all new floor matting with foam insulation

4. Supply of labor and materials (Tint) - P 15,000.00

- 4.a Removal of existing cab front windshield and rear glass, LH & RH door tint.
- 4.b Installation of all new tint, neutral magic tint, type: medium in the glass around the cab.

DELIVERY PERIOD : 120 DAYS UPON RECEIPT OF P.O.

WARRANTY : THREE (3) MONTHS

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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 quotation 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 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).

Additional Documents to be Submitted During Post-Qualification:

- a. **Certificate of Accreditation** that the Bidder/Service Provider is duly accredited by the Department of Trade and Industry (DTI) as a Service and Repair Enterprise.
 - In case that the Bidder is not the actual entity that will provide services to be rendered, the same **Certification** from DTI of the partner Service Provider shall be submitted. In this case, it should be accompanied with corresponding **Letter of Commitment** that the bidder will provide the services in partnership with the particular Service Provider accredited by the DTI.
- b. **Any proof that the Vehicle Workshop/Repair Shop of the Bidder/Service Provider is in existence for a minimum of three (3) years.**

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-OMR25-007 (SVP2). 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 letterhead following this format duly signed by the authorized representative when making the offer.