



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

15 October 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-TDD24-007** Ref. No. SVP241024-CM00470 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 24 OCTOBER 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

1. Other documents: **Additional documents to be submitted during Post-Qualification**
(Please refer to the attached 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. Christian Cley D. Merle** at telephone no/s. 8 - 921-3541 loc 5611 / with e-mail address at christiancley.napocor@gmail.com.

Very truly yours,



ATTY. MELCHOR P. DULME
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-TDD24-007/REF NO. SVP 24024 - CM00470

FOR THE BASIC LINEMAN'S TRAINING COURSE

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	BASIC LINEMAN'S TRAINING COURSE	1	LOT	629,295.24
TOTAL				629,295.24

Notes:

- See attached sheet for complete Scope of Work.

APPROVED BUDGET FOR THE CONTRACT: PHP 629,295.24

2. **Contract Duration**

Contract Duration: TWENTY-FOUR (24) TRAINING DAYS (SCHEDULE TO BE PROVIDED BY THE END USER)

3. **Delivery Point**

Items shall be delivered to the NPC, LOD, SPUG-LOD, SAN JOSE DEL MONTE CITY, BULACAN

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 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 based on 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.

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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-TDD24-007**. 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 (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.



NATIONAL POWER CORPORATION

TERMS OF REFERENCE BASIC LINEMAN TRAINING COURSE

1. Background:

The Basic Lineman Training Course (BLTC) is a specialized training course that equips individuals with the essential skills and knowledge needed to install, maintain, and repair electrical power systems. This program combines classroom instruction with practical field training to cover key areas such as electrical principles, technical skills for working on power lines, safety protocols, regulatory compliance, and problem-solving techniques. By emphasizing both theoretical knowledge and hands-on experience, the program prepares participants to safely and effectively perform the demanding tasks required of a lineman, ultimately enabling them to ensure reliable electricity distribution.

2. Objective:

The BLTC aims to develop and equip the new and existing linemen of SPUG Luzon Operations Department with the required skills and competencies for their linemen job as well as to provide recommendations for improving the efficiency and effectiveness of the line work.

3. Approved Budget Cost:

The Approved Budget Cost for this procurement is in the total amount of One Million Two Hundred Thousand Fifty-Eight Five Hundred Ninety and 48/100 (P1,258,590.48) Pesos Only.

4. Mode of Procurement

The mode of procurement for this project is public bidding.

5. Training Facility:

Training sessions will be conducted at the training facility of the Small Power Utilities Group (SPUG) located at Minuyan, Bulacan.

6. Criteria:

The non-discretionary "Pass/Fail" criterion will be used.

Only bidders who submitted the complete set of bid documents during bid submission and bid opening will be rated responsive.

The bidder with the lowest calculated bid shall be considered for award of the contract.

7. Scope of the Service:

The service shall cover the following:

- a. Training Program – The Consultant shall design and implement a training program customized to the needs of NPC's lineman personnel. The training module shall include the following topics but not limited to:

- ✓ Practicing Basic Occupational Safety and Health Procedures
- ✓ Basic Electricity
- ✓ Personal Tools and Personal Protective Equipment
- ✓ Ropes, Knots and Gears
- ✓ The Good Groundman
- ✓ Protection of Work Area and Public
- ✓ Traffic Management
- ✓ Vegetation Management
- ✓ Wood, Concrete and Steel Poles, Application, Hauling and Installation
- ✓ Pole Climbing
- ✓ Primary Construction
- ✓ Pole Guy Installation
- ✓ Installing Neutral and Secondary Line Supports
- ✓ Wire Stringing
- ✓ Pole Grounding Maintenance
- ✓ Hazard Prevention at Building Worksites

Moreover, the training module shall include skills demonstration and hands-on application of the aforementioned topics to ensure that participants can translate their learnings into actual practice.

- b. Resource Person(s) – Competent Resource Persons (RP) in the particular discipline/field covered by the above program shall be engaged for this training, the number of which will be determined by the Training Consultant.
- c. Training Module Design – Detail of the module design including presentation materials shall be submitted to the Training & Development Division, Human Resources Department (TDD, HRD), in hard and soft copies at least two (2) weeks before the conduct of the program.

8. Methodology:

The training will be conducted in two (2) batches at 30 persons each, involving classroom sessions and skills demonstrations, hands-on applications, and appropriate knowledge/practical assessments. This will be participative and interactive in an adult learning environment, providing a combination of the following:

- a. Lectures
- b. Case Studies
- c. Simulation
- d. Videos
- e. Role Plays
- f. Open Discussions
- g. Individual Assessments
- h. Skills Demonstrations
- i. Hands-on Application



9. Schedule of Training:

The two (2) sessions shall be implemented in the 4th quarter of 2024 or as maybe agreed upon between NPC and the Training Consultant.

10. Training Period:

The Basic Lineman Training will span for twenty-four (24) days which is divided as follows:

Module	Duration (No. of Days)
1. Practicing Basic Occupational Safety and Health Procedures	1
2. Basic Electricity	1
3. Personal Tools and Personal Protective Equipment	1
4. The Good Groundman	1
5. Ropes, Knots and Gears	1
6. Protection of Work Area and Public	1
7. Traffic Management	1
8. Vegetation Management	
9. Pole Climbing	
10. Wood Poles, Application, Hauling and Installation	2
11. Concrete and Steel Poles, Application, Hauling and Installation	2
12. Primary Construction	1
13. Pole Guy Installation	3
14. Installing Neutral and Secondary Line Supports	1
15. Wire Stringing	2
16. Covered Overhead Lines	1
17. Pole Grounding Maintenance	1
18. Hazard Prevention at Building Worksites	1
19. Review	
20. Assessment and Graduation	1
	2

11. Responsibility of NPC:

- Room accommodation for the Resource Persons
- Provision for Laundry
- All meals for the training team during program days
- Training room with Audio-Video equipment (multi-media projector, screen, sound system) whiteboard and training supplies for participants (pens, notebooks/notepads).
- Materials, tools, and equipment such as poles, line materials and conductors, lineman tools, mechanized vehicles, and other logistical needs of the training program.
- Reproduction of the training manual/handouts for all participants.
- The participants' uniform and PPEs.
- Overall coordinator and training support.

12. Responsibility of Training Consultant:

- a. Resource Persons
- b. Professional fees for the Resource Persons
- c. Program Design customized to NPC
- d. Accident and Medical Insurance for Trainees
- e. 1 set of Training Manual
- f. Program Certificates
- g. Training Report

13. Mode of Payment:

Payment will be made per batch and shall be paid within thirty (30) days upon completion of the training and submission of 1 set of training manual and training report.



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]