



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

**30 AUGUST 2022**

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-TFM22-015 Ref. No. SVP220909 - RF00369 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 09 SEPTEMBER 2022.

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;

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: N/A

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. Rochelle S. Fajardo at telephone no. 921-3541/ local no. 5776 / Fax No. 922-1622 with e-mail address at rochelle.npc@gmail.com.

Very truly yours,

**RENÉ B. BARRUELA**  
 Vice President, CAG and Chairman,  
 Bids and Awards Committee



*29/1/22  
 S.P.*



Republic of the Philippines  
NATIONAL POWER CORPORATION

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

1. **Scope of Works:** HO-TFM22-015      **Ref. No.** SVP220909- RF00369

**For the Furnishing of Labor and Tools for the Preventive Maintenance of Automatic Water Sprinkler System at NPC Head Office (2022-2023)**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Preventive Maintenance Water Sprinkler System NPC Head Office (2022-2023)	460,000 LOT	460,000.00
<b>APPROVED BUDGET FOR THE CONTRACT:</b>			<b><u>460,000.00</u></b>

**Notes:**

- Please see attached End User's Technical Specification.
- 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

**2. Delivery Period**

Delivery Period shall not be later than **1 YEAR, DONE ON A MONTHLY BASIS** 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 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.



**NATIONAL POWER CORPORATION**

**TECHNICAL SPECIFICATION  
ALTERNATIVE MODE OF PROCUREMENT  
(NP-SMALL VALUE PROCUREMENT)**

**I. GENERAL (Reference: PR No. HO-TFM22-015)**

This specification covers the technical requirements for the furnishing of labor and tools for the **Preventive Maintenance of the Automatic Fire Water Sprinkler System at the NPC Main Building.**

The Contractor shall accept full responsibility for his workers as indicated in the Scope of Work which includes the following:

- a. Provide highly qualified and experienced technical personnel having expertise in operation, maintenance and testing of the system.
- b. Submit reports/checklist for every preventive maintenance schedule conducted to the concerned NPC representative.
- c. Maintenance Services shall be "ON-CALL" when there are troubles/problems in the systems or additional maintenance needed during the contract period including weekends and holidays, hence, Contractor's office/s must be within Metro Manila only.
- d. Contractor is required to submit name/s and contact number/s on a twenty-four (24) hour-basis available even weekends and holidays, as the need arises.
- e. Duration of works shall be two (2) to three (3) days for every preventive maintenance schedule.
- f. Major works/relocation of field devices (Sprinkler Heads) shall be charged separately as agreed upon.
- g. Submit updated As-Built Plan/Diagram, layout of piping and field (Sprinkler heads) devices/system as needed.
- h. Contractor shall strictly observe Safety and Security standards/precautions re-inspect serviced area and with proper coordination with TFMD authorized representative.
- i. Must secure certificate of Ocular Inspection from Transportation & Facilities Management Division (TFMD) office signed by the authorized representative.

**II. SCOPE OF WORKS.** The following scope of work should be done on the components of the fire sprinkler system on a monthly basis:

- a. Fire Department Connection and Fire Hose Valves

## **SPECIFICATION**

**NP-Small Value Procurement (PR No. HO-TFM22-015)**

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- a.1 Check threads, ball drip and check valve if there is any leak or sign of corrosion
- a.1 Clean Fire Hose Valve
- b. Fire Hose Cabinets
  - b.1 Check and inspect actual condition of the cabinets and their components to ensure that no leak and corrosion exist.
  - b.2 Clean each Fire Hose Cabinet.
  - b.3 Cleaning and re-rack Fire Hose to examine if there is damage.
  - b.4 Conduct actual testing of Fire Hose to ensure proper operation.
- c. Control Valves
  - c.1 Check and secure the normal position of identification signs, locks of all control valves.
  - c.2 Check and inspect signs of corrosion at supports, brackets and hangers. Minor defects found should be corrected.
  - c.3 Close and re-open the valve to test tampered switches.
  - c.4 Lubricate stem, close and re-open the valve to test and distribute the lubricant.
- d. Main and Sectional Drain
  - d.1 With the drain valve open, note the pressure gauge reading. Investigate and make necessary corrections if the reading varies from the normal readings.
  - d.2 Note the operations of the water flow switch alarm in Fire Alarm control panel.
  - d.3 Drain water from the system.
  - d.4 Check and observe pressure gauge reading.
  - d.5 Test main drain valve to ensure that it is in good condition.
  - d.6 Test sectional drain valve to ensure that it is in good condition.
- e. Automatic Sprinkler
  - e.1 Each sprinkler head shall be visibly checked and inspected to ensure that there is no corrosion and leak.
  - e.2 The system shall be tested per floor thru its drain valve to test water flow.
  - e.3 Open the inspector test valve to check proper system pressure.
  - e.4 Clean, adjust/calibrate gauges.
  - e.5 Test Sprinkler Control Panel.
- f. Flushing of the System Piping
  - f.1 Check and inspect piping network for corrosion and unusual condition
  - f.2 Flush the system.
- g. Control Panel of Sprinkler System
  - g.1 Check and inspect actual condition of the control panel and their components including Jacky pump to normal operating condition.
  - g.2 General cleaning of the Sprinkler control panel
  - g.3 Calibration of the Sprinkler control panel, if necessary.

**SPECIFICATION**

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**III. CONTRACT PERIOD AND LOCATION.** The contract period for the preventive maintenance service at NPC Head Office, Diliman, Quezon City shall be one (1) year, done on a monthly basis. The scope of works shall start upon receipt of contract/ Notice to Proceed.

**IV. LIABILITY/INDEMNITY FOR LOSS AND/OR DAMAGES**

Contractor shall be liable and shall indemnify NPC for any loss, damages or injury of NPC due to or arising from the fault, negligence, vandalism or other unlawful acts of its employees/workers.

Contractor shall also be held liable to, and indemnify third (3<sup>rd</sup>) person/s for claim/s arising from the fault and/or negligence of its employees/workers assigned in the premises of the NPC.

NPC shall have the right to deduct from any money payable to the Contractor amount/s equivalent to any damage it may suffer or liability it may incur due to the fault or negligence of the latter's workers.

**V. MODE OF PAYMENT.** Upon accomplishment of each monthly "Preventive Maintenance (PM) of Automatic Fire Sprinkler System at NPC Main Building" and issuance of appropriate Certificate of Inspection and Acceptance.

The payment shall be based on the total contract price equally divided into twelve (12) months or one (1) year.

The contractor shall submit the service acknowledgment report at least five (5) days after the scheduled maintenance/service with their Service Invoice attached. Payment should be thirty (30) days upon completion of services, acceptance of the END-User and submission of complete documents/attachments.

**VI. OTHER REQUIREMENTS TO BE SUBMITTED DURING THE BIDDING BY THE BIDDERS/CONTRACTORS:**

- a. Timetable or schedule of works for the contract period.
- b. Membership Certificates from at least one of the following association/ organization:
  - b.1 Safety and Health Association of Philippine Energy Sector (SHAPES)
  - b.2 National Fire Protection Association (NFPA)
  - b.3 Safety Organization of the Philippines, Inc. (SOPI)
  - b.4 Certificate of Accreditation as Safety Practitioner from the of Labor and Employment (DOLE)
- c. Certificate of Site Inspection obtained from the End-user.

## 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 S/LCQ shall be subjected to post qualification evaluation.

The bid that PASSED the Post-Qualification 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 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

Please see attached **End-User's Technical Specification "ANNEX A"**.

## 15. Warranty

Warranty is dependent upon the nature/type of the item which is included in the offer (i. e. Manufacturer's Warranty).

#### **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.

**--Remaining spaces intentionally left blank--**

**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-TFM22-015** 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)
<b>TOTAL</b>				

\_\_\_\_\_  
Name and Signature of Authorized Representative  
Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Details \_\_\_\_\_  
E-mail address \_\_\_\_\_

**Notes:**  
-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.  
-In using this form for this bidding, indicate the PR number to avoid confusion

## 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]*