



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

16 March 2022

\_\_\_\_\_  
\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR Nos. **HO-TFM22-031** Ref. No. **SVP211228-NC00520 (SVP3)** 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 March 28, 2022**.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

**For Platinum Members:**

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. See TOR for additional information on Mayor's permit renewal)

**For Red or Blue Members:**

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

2. Other documents: : **Please refer to the attached TOR and ANNEX A**

1. Certificate of Ocular Inspection from TFMD

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: **see attached TOR/Annex 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. Kris-Anne F. Andal** at telephone no/s. 8924-5244 / Fax No.8922-1622 / with e-mail address at **bcsd@napocor.gov.ph / kris\_napocor@yahoo.com.ph**

Very truly yours,

**ATTY. ROGEL T. TEVES**  
Chairman, Bids and Awards Committee





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-TFM22-031/REF. NO. SVP211228-NC00520  
(SVP3)**

**For the supply and delivery : HO-TFM22- 031 – Two (2) years maintenance of automatic sliding door at NPC HO**

PR Item No.	Description PR NO. HO-TFM22-031	Qty / U/M	ABC
1	Two (2) years contract for the maintenance and servicing of one (1) unit automatic sliding glass door at NPC Head Office, Dilliman, QC	1 / lot	180,000.00
	Total		<u><b>P 180,000.00</b></u>
Notes:			
•	Mode of award is on lot basis		
•	Please see attached Scope of Work /TOR – Annex A		

**2. Delivery Period**

Delivery Period / Contract Duration shall not be later than Two (2) years upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items / services shall be delivered at NPC HEAD OFFICE, DILIMAN, QC

**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 Single / Lowest Calculated Bid (S/LCB).

## **9. Detailed Evaluation and Comparison of Bids**

The S/LCB 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/LCB shall be subjected to post qualification evaluation.

The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Bid (S/LCRB).

## **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) days** after submission of complete supporting documents.

#### **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 signing and accepting the Purchase Order/Contract, the supplier fails to deliver the goods and/or services, 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.

**SUPPLIER'S BID QUOTATION  
(NP-SMALL VALUE PROCUREMENT53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. HO-TFM22-031. I agree with the conditions of the TOR and offer the following with specific description:

PR / ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY / UM	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
TOTAL BID PRICE				

\_\_\_\_\_  
Name and Signature of Authorized Representative  
Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Contact Details \_\_\_\_\_  
Email 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.*



" ANNEX A "

## **National Power Corporation**

### **TERMS OF REFERENCE/ SCOPE OF WORKS AND REQUIREMENTS FOR TWO (2) YEARS CONTRACT FOR THE MAINTENANCE AND SERVICING OF ONE (1) UNIT AUTOMATIC SLIDING GLASS DOOR AT NPC MAIN BUILDING, NPC HEAD OFFICE, DILIMAN QUEZON CITY.**

#### **General:**

This specification covers the terms of reference for the provision of manpower, equipment, tool, consumable materials, and other incidentals for the **Two (2) years contract for the Maintenance Service of Sliding Glass Door in NPC Head Office Main Building, Diliman, Quezon City.**

During the two (2)-year contract period, the Contractor shall engaged properly trained and experienced personnel that shall properly maintain the Automatic Sliding glass door in accordance with the provisions as specified in the scope of work.

Prospective bidders should conduct actual site inspection of the sliding glass door that will be maintained to see the total works to be undertaken and must secure Certificate of Ocular Inspection from Transportation and Facilities Management Division (TFMD) office signed by the authorized representative.

The Contractor shall provide technical personnel during the conduct of NPC-Main Building sliding glass door maintenance. The technical personnel should submit valid negative antigen or RT-PCR test result for COVID-19 monthly which will be submitted no longer than 3 days prior to the scheduled maintenance. If personnel traveled outside metro manila, they need to submit new valid negative test result for COVID-19 3 days prior to the maintenance. The contractor can also present a valid vaccination card of the technical personnel/s with complete vaccine instead of the antigen or RT PCR test result

All maintenance activities shall be properly coordinated with NPC's Transportation and Facilities Management Division (TFMD). Maintenance activities shall be performed in accordance with the accepted industry practice.

Utmost care shall be strictly observed by the Contractor during maintenance works to avoid damage of any kind to existing structure, equipment and installations. The Contractor shall provide all necessary materials to protect all NPC properties from damage and dirt during maintenance activities.

In any event that such damage, breakage, or losses occur due to the carelessness, negligence or fault of the Contractor; the Contractor shall repair, replace, or otherwise make good all damaged items at his own expense and to the satisfaction of NPC.

### **Scope of Work:**

The scope of work shall cover the furnishing of manpower, equipment, tools, consumable materials and other incidentals required for the two (2)-year maintenance service of One (1) unit Automatic Sliding Glass Doors in accordance with the specification contained in this section.

The contractor shall have the necessary operation monitoring system including laptop computer and other measuring instruments needed for equipment data gathering and status monitoring. It must be witnessed and the report signed by NPC authorized representative.

The contractor shall provide all consumable items to be used during the maintenance and repair works such as rags, lubricants, soap/detergent, coil cleaner and other cleaning materials.

The contractor shall provide highly trained and qualified technical personnel to perform the monitoring, maintenance and repair work of Automatic Sliding Glass Door.

The maintenance works and services to be performed by the contractor shall essentially consist of but not limited to the following:

#### **I. Monitoring**

- A. The contractor shall monitor the activities of the automatic sliding glass door once every last Saturday of the month, 9:00am onwards.
- B. The contractor shall assign at least one (1) Technician and one (1) maintenance aide to perform the following:
  - a. Monitor and record the Operation data/parameters of automatic sliding glass door at least twice a day. the data shall consist but not limited to:
    - a.1. Power supply, voltage, current, frequency and power
    - a.2. Door opening and closing speed
  - b. Observe and check the accessories for any abnormalities and malfunctions including unusual noise and vibrations;
  - c. Submit to NPC-TFMD its accomplished log sheets/checklists/reports before the end of the day. The data on the log sheets/checklists shall be analyzed by the technician. Any abnormalities shall be reported immediately to NPC-TFMD. Recommendations for preventive or corrective actions must be included in the report.

#### **II. Preventive Maintenance:**

- A. Preventive Maintenance activities shall be performed by the Contractor once every last Saturday of the month (Start at 9:00AM onwards)



**B. The contractor shall assign at least One (1) Technician and One (1) Maintenance Aides to complete the detailed list of required services:**

**a. Monthly basis:**

**a.1. Sensors**

- a.1.1. Clean the covers of both the infrared and safety sensor to ensure the sensitivity.
- a.1.2. Check the door if it is activated using the sensors.
- a.1.3. Check and adjust the necessary door sensor pattern and sensitivity level.
- a.1.4. Check the safety features of the moving door leaf to avoid contact with users.

**a.2. Synchronous Belt**

- a.1.1. Adjust the door so that it opens together with the timing belt.
- a.1.2. Clean timing belt from foreign obstructions and substances that may cause failure in the operation.
- a.1.3. Adjust the belt tension if it is loosened.

**a.3. Door Stopper**

- a.1.1. Check if door stopper is still operational to avoid breakage of door.
- a.1.2. Clean and remove obstructions.

**a.4. Idler Pulley**

- a.1.1. Clean and remove obstructions.
- a.1.2. Lubricate friction points.

**a.5. Glass Door**

- a.1.1. Adjust the glass door leaf position to necessary level.
- a.1.2. Check for cracks and broken glass and change if needed.
- a.1.3. Clean the sides of the door from unwanted obstruction.
- a.1.4. Clean with a glass cleaner.

**a.6. Drainage slots and slide railings**

- a.1.1. Clean the chamber between the moving and the fixed part of any blockings
- a.1.2. Clean the gutter from dirt and sand in the bottom profile of the sliding door.

**b. Semiannual basis:**

**a.1. Gasket**

- a.1.1. Apply normal domestic talc to the gaskets (in EPDM) between the moving and the fixed part of the element, or apply liquid silicone to avoid cracks and deposits

**a.2. All moving parts**

- a.1.1. All movable parts and locking parts have to be oiled and their working order should be checked.



- a.1.2. Cleaning with a cloth and spray with any anti-corrosive spray.
- a.1.3. Apply a color cleaner.

**Notes:**

- 1. All accomplished log sheets/checklists/reports shall be submitted to NPC-TFMD within 1 week after the scheduled Preventive Maintenance.

**III. Post-Preventive Maintenance Activities (Monthly Basis)**

- a. Test start-up and operation after the conduct of maintenance activities;
  - a.1. Check and record the operating data and parameters of the automatic sliding glass door operation monitoring system including but not limited to the following:
    - Operating voltages and currents
    - Operating speed
  - a.2. Check for the height of leaves if it made adjustments
  - a.3. Check for any abnormal vibration and sound of equipment
- b. Check and recommend for any deterioration which requires replacement
- c. Cleaning-up of affected areas after maintenance activities
- d. Preparation and submission of Maintenance Report complete with accomplished checklists

**Notes:**

- 1. All accomplished log sheets/checklists/reports shall be submitted to NPC-TFMD within 2 weeks after the scheduled Post-Preventive Maintenance Activities.

**IV. Other Maintenance Activities**

- a. The contractor shall perform the following services without any additional fee-
  - a.1. Installation of minor parts and accessories not requiring extensive dismantling of equipment
  - a.2. Study and recommend any future improvement of the automatic sliding glass door.

**Notes:**

- 1. In the event that any such damage, breakage, or losses occur during maintenance activities due to the carelessness, negligence or fault to the Contractor; the Contractor shall repair, replace, or otherwise make good all damages items at his own expense and to the satisfaction of NPC.
- 2. No repairs, replacement of parts or permanent improvements shall be done by the Contractor without the written approval of NPC. Expenses incurred in unauthorized repair or improvements shall be borne by the Contractor and shall be subject to the imposition of applicable sanctions and penalties by NPC.



**V. Repair Works**

- a. Should the automatic sliding door require repair works during the 2-year maintenance period and in order to avoid disruption of the operation of the automatic sliding door, the Contractor shall undertake said repair works as the need arises or at a pre-arranged schedule depending on the necessity or urgency of the need. These works include all kinds of repair works (major repair works) which will require dismantling or replacement of parts, repair of leaks or those that will need evacuation and recharging of refrigerant; and installation/replacement of minor parts and accessories
- b. All supplies/materials and parts that will be used for the repair works shall be supplied by the Contractor. These supplies/materials and parts are listed in the attached List of Supplies/Materials and Parts. Cost of said prices of the mentioned supplies/materials and parts are considered fixed prices, and therefore no subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its revised IRR.
- c. The contractor shall deliver an advance spare parts and supplies materials in the attached list. The period of delivery of the advance spare parts and supplies/materials shall be within 30 days upon implementation of the contract. The contractor is allowed to use these spare parts in emergency cases. However, the Contractor shall replace the same parts that they used within seven (5) working days. This is only to prevent the long time stoppage of operation of some units that was affected.
- d. However, no repair works shall be done by the Contractor without the written approval of NPC. The Contractor shall submit to NPC details of the repair works indicating the scope of repair works, supplies and materials needed, parts to be replaced, and duration of repair activities. NPC has the option to require the Contractor to undertake the repair works during non-working time if necessary depending on the urgency or need. The Contractor may proceed only with the repair works after receipt of written approval from NPC. Only supplies/materials and parts used in the repair works will be paid by NPC, labor and consumable materials indicated under scope of works are already considered/covered under the labor cost of the preventive maintenance.
- e. In case there are supplies/materials and parts which are needed in the approval repair work to be done but are not included in the terms of reference, the total amount of said supplies/materials and parts should not exceed ten percent (10%) of the total Bid Price. Price of supplies/materials and parts which are not listed shall be mutually agreed upon by NPC and the Contractor after a canvass from three (3) reputable sources during



contract implementation. All needed supplies/materials and parts intended for every approved repair works should be delivered by the Contractor with the contract period upon the request of NPC. Payment for the repair works shall be billed separately.

- f. All repair works shall be done in accordance with the requirements of the manufacturer and accepted industry practice. Only qualified LG-trained technicians shall undertake the repair works.
- g. All repair works to be undertaken must be witnessed by NPC's authorized representative/s. Repair works shall be guaranteed by the Contractor for at least one (1) year after NPC's acceptance.
- h. Contractor shall submit a written report of all the repair works done which must be confirmed and signed by NPC's authorized representative/s.
- i. All accessories that will be used for the repair works shall be supplied by the contractor. These accessories are listed below.

#### **Accessories**

<b>Item</b>	<b>Description</b>	<b>Part No.</b>	<b>Qty.</b>	<b>Unit</b>
1	Proximity Infrared Sensor	N/A	3	pc
2	Safety Sensor	N/A	3	pc
3	Timing Belt	N/A	6	pc
4	Belt Connector	N/A	10	pc
5	Door Hanger	N/A	5	pc
6	Door Stopper	N/A	6	pc
7	Idler Pulley	N/A	6	pc

#### **Contract Period and Location**

The contract period shall be TWO (2) Years reckoned from the date stated in the Notice to Proceed.

Maintenance services shall be performed by the Contractor for NPC's Automatic Sliding Glass Door in NPC Head Office Main Building in Diliman, Quezon City.

#### **Guarantee**

The Supplier shall guarantee the replacement of the supplied components/parts at his own expense against defect in design, workmanship and materials for a period of one (1) year after acceptance by NPC



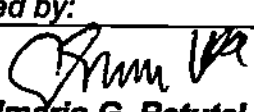


The Supplier shall submit a Warranty Certificate (at least 1 year) effective from the date of acceptance by NPC.

### Payment

Payment for the services to be provided by the Contractor to NPC for the two-year contract shall be made on monthly equal payments. Payment shall be within sixty (60) days upon NPC's certification of satisfactory performance and Contractor's submission of monthly invoice, service reports and other supporting documents required by NPC.

Billings for the repair works and/or replacement parts provided by the Contractor shall be made separately and shall be in accordance with the scope of work.

Prepared by:	Checked by:	Noted by:
 <b>Marq Elyza A. Hernandez</b> Engineer II, TFMD	 <b>Gerardo G. Gonzales</b> P. E. A, TFMD	 <b>Almario G. Retutal</b> Manager, TFMD



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

1. [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]*