



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

28 APRIL 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-TFM22-078** Ref. No. **SVP220511-RFQ0119** 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 11 MAY 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: Please refer to the attached End User's Technical Specifications.

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,

ATTY. ROGEL T. TEVES

Vice President, Power Engineering Services and
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: HO-TFM22-078 Ref. No. GVPP220511 - RF00119

Supply, Delivery and Installation of Auto Sliding Glass Door at NPC HO

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Supply, Delivery and Installation of Auto Sliding Glass Door at NPC HO	1 LOT	570,000.00
APPROVED BUDGET FOR THE CONTRACT:			<u>570,000.00</u>

Notes:

- Please see attached **End User's Additional Terms of Reference**

2. Delivery Period

Refer to the attached Terms of Reference

3. Delivery Point

Items shall be delivered at **NPC-HO, OBC WAREHOUSE 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.

7. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.



NATIONAL POWER CORPORATION

TERMS OF REFERENCE

I. Project Description: (P 570,000.00)

Supply, Delivery and Installation of Automatic Sliding Glass Door at NPC Head Office

II. Specifications:

Quantity	:	Two (2) units
Type	:	Automatic Sliding Double Leaf Door
Power Supply	:	220-240V 60 Hz, 1 Phase
Open Door Dimensions:	:	3600 mm – 4500 mm W x 2000 mm – 2600 mm H
Glass Thickness	:	8 - 12 mm
Glass Door Type	:	Tempered and Frameless Glass Door
Sticker Logo	:	NPC Logo located at the center of each glass door panel
Opening Width	:	600 – 3500 mm
Drive Dimensions	:	
Height	:	100 - 120 mm
Depth	:	130 - 145 mm
Opening Speed	:	0.5 m/s – 1 m/s
Closing Speed	:	0.3 m/s – 0.6 m/s
Operator length	:	Not to exceed 4.2 m

Accessories:

- Proximity Sensor – by supplier
- Timing Belt – by supplier
- Belt connector – by supplier
- Door Engine – by supplier
- Door Hanger – by supplier
- Door Stopper – by supplier
- Idler Pulley – by supplier

III. Scope of work

A. Total units:

Automatic Sliding Double Leaf Door (2 units)

B. Requirements

- a. Prospective bidders should conduct actual site inspection of the existing automatic sliding door that will be replaced and installed to view the total works to be undertaken for the necessary replacement of the automatic sliding door and its accessories.

- b. Prospective bidders must have all the required Automatic Sliding Door units specified in the general specifications.
- c. The contractor shall prepare all the needed drawings/plans, implementation schedule (PERT/CPM) of the replacement and installation works (mechanical, electrical, civil, etc.). These plans/activities should be subjected to review and approval by NPC Engineering Group prior to its implementation.
- d. Engineer(s)/ personnel(s) and technicians must be a highly trained and qualified to perform their duties in the entire project.
- e. The contractor, upon completion of the project shall submit the following:
 - (i) Operation and Maintenance Manual including Parts List/Catalogue, Equipment Schematic Diagram, and Parts Identification Drawings.
 - (ii) As-Built Plans/Drawings of all the equipment and accessories installed or modified during the implementation of the project.

C. Delivery

- a) Prior to the delivery of the units coordination with the end user (GSD-TFMD) must be made to avoid disturbance to the work of the NPC-employees.
- b) Delivered Automatic Sliding Door units shall be hauled by the winning bidder to the area designated by the end users.

D. Dismantling

- a) Dismantling of the existing door units including all its auxiliaries, and hauling the same location designated by TFMD at NPC Head Office compound. All the dismantled equipment and accessories shall be turned-over to NPC authorized representative.
- b) Prior to dismantling of the existing door (Both the unit and its accessory) coordination with TFMD shall be made to avoid conflict with other working schedule.

E. Installation

- a) The Contractor should submit at least a Rapid Covid-19 Antigen Test every month of every personnel involved in the installation before entering the area.
- b) The Contractor shall follow IATF and DOE guidelines during the installation of the Automatic Sliding Door. All requirements regarding COVID-19 policies should be strictly complied which includes but not limited to wearing of facemask and face shield, social distancing, etc.
- c) In the event that a personnel/s is/are vaccinated against COVID-19, the Contractor should submit proof of vaccination on the technical personnel/s before entering the area.
- d) The contractor shall work during after office hours, weekends and holidays.
- e) The contractor shall clean affected employees' work places right after work

- f) Installation of the new Automatic Sliding Doors should be in accordance with the specifications and instructions of manufacturer and all applicable codes, and standards applicable in this field of works.
- g) Installation of all Automatic Sliding Doors to its designated location where the existing door units are dismantled should have proper basing/foundation depending on the design of the post.
- h) Electrical wiring will be installed with proper wiring protection.
- i) System should be properly grounded.
- j) Installation of new circuit breaker of appropriate rating in NEMA-4X enclosure for the lighting system, electrical power supply wiring thru PVC conduit using THHN/THWN wire of appropriate sizes, and control wiring of the units if necessary should be complete with fittings and all accessories. All electrical works should be in accordance with the Philippine electrical Code.
- k) The Automatic Sliding Door shall have a button for holding the door open in case of emergencies.
- l) Test run, observation, adjustments if necessary and commissioning.
- m) All consumable items/materials to be used in the project such as shall be provided by the contractor.
- n) The contractor shall comply with all the safety regulations of NPC during the implementation of the project.

F. Cleaning/Clearing

- a) The contractor shall restore its original condition of all the affected/damaged structures/facilities during the installation works.
- b) The contractor shall clean affected employees' work places right after work.
- c) Daily disposal of dismantled tiles, debris, junks, dirt garbage with proper coordination / permit from NPC.

G. Warranty

The new Automatic Sliding Doors should have at least five (5) years warranty and one (1) year on the other parts including the works undertaken.

H. Project Duration

Supply, Delivery and Installation of the Automatic Sliding Door shall not exceed 120 Calendar days.

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

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

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-TFM22-078** 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				

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]