



## NATIONAL POWER CORPORATION

### REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

December 22, 2023

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-TFM24-020 / REF NO. ~~SV240115-KL00007~~ and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 am** of **15 January 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:

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

3. Other documents: : Please refer to the attached ADDITIONAL TOR

Additional Documentary Requirements, if applicable:

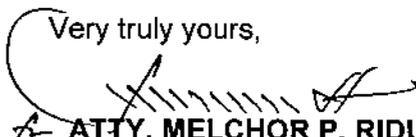
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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, **Ms. Kristine C. Lacatan** at telephone no/s. 8-924-5397 with e-mail address at **kclacatan@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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Website: [www.napocor.gov.ph](http://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-TFM24-020 / REF NO. SVP240115 - 1406007

For the Supply and Delivery of:

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	NAME PLATE FOR DOOR WALL	5	PC	50,000.00
<b>TOTAL AMOUNT</b>				<b>50,000.00</b>

**Note/s:**

- a. Item to be supplied by the winning bidder should be brand new.
- b. Please refer to the attached sheet for the complete scope of work & specifications.
- c. Warranty should be at least three (3) months.

**APPROVED BUDGET FOR THE CONTRACT: PHP 50,000.00**

**2. Delivery Period**

Delivery Period shall not be later than SEE ATTACHED END USER'S TERMS upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at NPC-OBC WAREHOUSE, 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.

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## **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 Bid (LCB).

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

The 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 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) 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), unless specifically required in the 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 or 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-TFM24-020**. I agree with the conditions of the TOR and offer the following supplies with specific description.

ITEM NO.	QTY	U/M	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1					
<b>TOTAL BID PRICE</b>					

- Payment Terms \_\_\_\_\_
- Delivery Period: \_\_\_\_\_
- Price Validity \_\_\_\_\_
- Delivery Point \_\_\_\_\_
- Warranty \_\_\_\_\_

\_\_\_\_\_  
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.*

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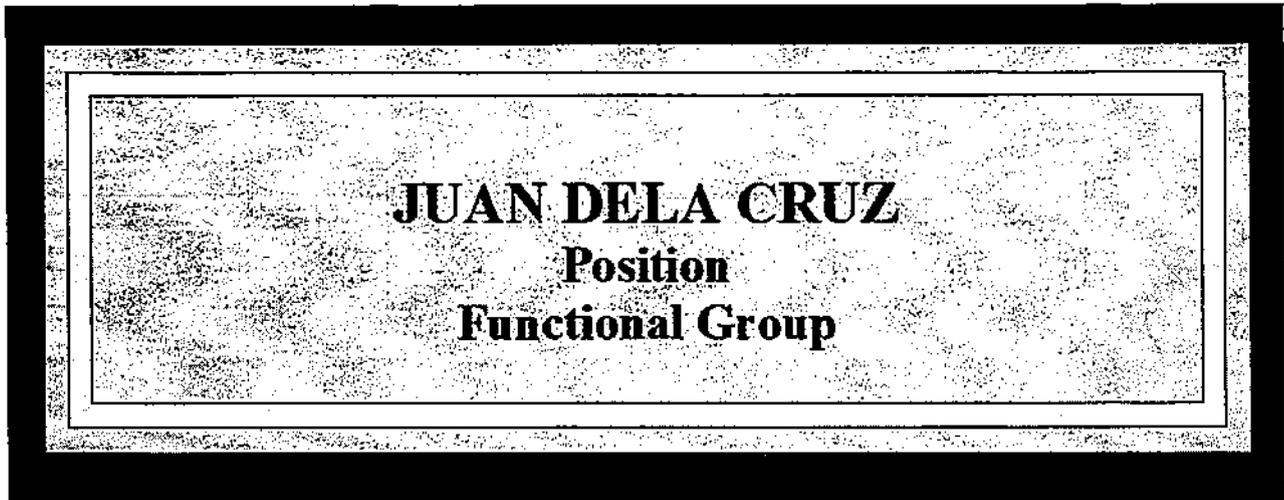


## National Power Corporation

### TERMS OF REFERENCE

Item No.	Complete Description	Specification	Qty.	UOM
1	Nameplate	<ul style="list-style-type: none"><li>• 6" x 14" (15.24 x 35.56 cm) brass plate mounted on a 7" Length x 15-1/2" Height x 3/4" Thickness (17.78 x 39.37 x 9.525 cm) varnished narra wood frame</li><li>• Black Letters embossed.</li><li>• 3mm stainless screws (2 pieces) on the back for placement by hanging with a rope</li></ul>	5	PC

#### SAMPLE NAMEPLATE:



#### NOTE:

1. The items shall involve an Open Purchase Order (OPO) with the following provisions:
  - a. The OPO shall cover a supply contract period of one (1) year from the effectivity of the Notice to Proceed (NTP).
  - b. The item shall be delivered within two (2) working days upon request thru phone or e-mail.
  - c. Delivery shall be reckoned from the date of receipt of NTP duly confirmed via telephone and noted as officially received by the Supplier.

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## **National Power Corporation**

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- d. Payment shall be made on a per delivery basis.
  - e. Supplier shall be responsible for having an available supply of the item on this OPO. If the supplier fails to meet the requested item for delivery within due dates, and NPC is forced to purchase the item from other sources due to urgency of need, the difference between the awarded price and outsourced price shall be chargeable to the supplier.
  - f. Deliveries which are not in conformance with the technical specifications shall be rejected.
2. Delivery Period : Staggered Basis – 5 working days upon request thru phone or email/ Open Purchase Order (OPO)
  3. Delivery Point : NPC Head Office, Diliman, Quezon City
  4. Terms of Payment : Thirty (30) Days