



National Power Corporation

REQUEST FOR QUOTATION (NP- LEASE OF REAL PROPERTY AND VENUE - 53.10)

01 March 2023

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **S2-VOD23-002** / Ref. No. **LRPV230309-NA00048** and submit quotation/bids through email to the Bids and Contracts Services Division (BCSD), Ground Floor Diliman, Quezon City on or before **09:30 A.M.** of **09 March 2023**.

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, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

For Red or Blue Members:

- PhilGEPS Registration Number ;

2. Valid Mayor's / Business Permit

3. Latest Income / Business Tax Return

The Warranty Period shall be: not applicable

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. Nathalie Claire R. Abarquez** at telephone no/s. **8921-3541/ local no. 5244 / Fax No. 8922-1622** with e-mail address at **nrabarquez.npc@gmail.com or bcsd@napocor.gov.ph**.

Very truly yours,


RENE B. BARRUELA

Vice President, Corporate Affairs Group and
Chairman, Bids and Awards Committee



TERMS OF REFERENCE
NEGOTIATED PROCUREMENT
(LEASE OF REAL PROPERTY OR VENUE – 53.10)

1. PROJECT DESCRIPTION: RENTAL OF OFFICE SPACE FOR SPUG - VISAYAS OPERATIONS DEPARTMENT IN MANDAUE CITY UNDER PR NO. S2-VOD23-002

APPROVED BUDGET FOR THE CONTRACT

| ITEM NO. | DESCRIPTION | QTY | ABC(PHP) |
|----------|--|-------------|--------------|
| 1 | RENTAL OF OFFICE BUILDING FOR SPUG – VISAYAS OPERATIONS DEPARTMENT IN MANDAUE CITY FOR NINE (9) MONTHS PERIOD (01 April to 31 December 2023) | ONE (1) LOT | 4,590,000.00 |

Note/s:

The OM-Visayas Operations Dept. of NPC-SPUG will be using *(Table of Rating Factors for Lease of Real Property)* as basis for technical evaluation. Bidders should receive a Factor Value of **at least 85%**.

SPECIFICATION /REQUIREMENTS:

| ITEM | RATING FACTORS | NPC REQUIREMENT | WEIGHT (%) |
|------------|--|---|------------|
| I. | Location and Site Condition | | |
| | 1. Accessibility | Accessible to any means of public transport | 30 |
| | 2. Topography and Drainage | good drainage system; not prone to flooding | 30 |
| | 3. Sidewalk and waiting shed | available sidewalk and waiting shed | 15 |
| | 4. Parking space | Available and sufficient free parking space for employees, clients and company's vehicles - can accommodate minimum of 10 4-wheel vehicle | 25 |
| | 5. Economic potential | Not applicable | 0 |
| | 6. Land classification, utilization and assessment | Not applicable | 0 |
| | 7. Other added amenities | Not applicable | 0 |
| | Subtotal I | | 100 |
| II | Neighborhood Data | | |
| | 1. Prevailing rental rate | Peso / sq. m. | 30 |
| | 2. Sanitation and health condition | available health care facilities within 1 km and good sanitary conditions | 25 |
| | 3. Adverse influence | Not applicable | 0 |
| | 4. Property Utilization | For office use | 5 |
| | 5. Police and fire station | Proximity | 15 |
| | 6. Cafeterias | Proximity to canteen or other food concessionaires | 10 |
| | 7. Banking/postal/telecom | Proximity | 15 |
| | Subtotal II | | 100 |
| III | Real Property | | |
| | 1. Structural Condition | | 30 |
| | 2. Functionality | | |
| | a. Module | Not applicable | 0 |
| | b. Room arrangement | | 8 |
| | c. Circulation | Not applicable | 0 |
| | d. Light and Ventilation | | 8 |

| | | | |
|------------|--|--|------------|
| | e. Space requirements | Minimum of 900 sq.m. (office) Minimum of 200 sq.m. (parking) | 8 |
| | 3. Facilities | | |
| | a. Water supply and toilet | Available and standard provisions/ connection for water; minimum of 4 comfort rooms (male/female) | 6 |
| | b. Lighting system, power and ventilation | Available and standard provisions/ connection for light, power and ventilation. If there are other tenants, sub-meter must be provided. | 12 |
| | c. Elevator | Available elevator for three (3) or more floors | 6 |
| | d. Fire escape | With fire escape/exits | 6 |
| | e. Firefighting equipment | With available fire extinguisher | 6 |
| | 4. Other requirements | | |
| | a. Maintenance | Lessor to shoulder maintenance expense above PhP 5,000.00 | 10 |
| | b. Attractiveness | Not Applicable | 0 |
| | Subtotal III | | 100 |
| IV | Free Services and Facilities | | |
| | 1. Janitorial and Security | Provided by NPC service providers | 0 |
| | 2. Air Conditioning | Provided by NPC | 0 |
| | 3. Repair and Maintenance | Available on call maintenance personnel of Lessor | 50 |
| | 4. Water and Light Consumption | Provision for supply of potable water and electric power | 25 |
| | 5. Secured parking space | must have available secured parking space | 25 |
| | Subtotal IV | | 100 |
| | SUMMARY | | |
| I | Location and Site Condition | | 20 |
| II | Neighborhood Data | | 20 |
| III | Real Property | | 50 |
| IV | Free Services and Facilities | | 10 |
| | | FACTOR VALUE | 100 |

2. CONTRACT/LEASE DURATION

The lease contract shall be for **nine (9) months** period (01 April to 31 December 2023). It should be understood that such contract can be terminated any time after the first three (3) months minimum period at the discretion of NPC. The Lessor shall be advised in writing not less than fifteen (15) calendar days before the intended date of termination.

3. SCOPE OF WORKS

3.1 The monthly rental of the leased premises is inclusive of all taxes and NPC shall pay one (1) month advance rental and one (1) month cash deposit which will cover for damages to the leased premises and other charges. It shall be applied as monthly payment of lease before the termination of the contract of lease, if no such damages and other charges will be made on the leased premises.

3.2 NPC shall bind himself to pay the Lessor/Contractor the monthly rentals every 5th day of the succeeding month without necessity of demand, either at the residence of the Supplier or at the leased premises.

3.3 NPC shall pay for the consumption cost of public utility services such as water bills, electricity bills and telephone bills and that, in the event a notice for termination of contract is given, such utility services consumed by NPC shall be settled.

3.4 The premises must be ready for occupancy.

4. IMPROVEMENTS

4.1 NPC shall not make any structural change, alteration or improvements in the leased premises, which shall modify or either in away, the occupied premises without the previous written consent of the Supplier and should consent be given, any improvements, or alterations shall be the sole expense of the NPC and shall become the property of Supplier upon termination of the lease, except those which can be removed by NPC without causing damage or injury to the leased premises.

4.2 NPC should acknowledge that the leased premises are in good tenantable condition and agrees to keep and maintain the same in such condition.

4.3 NPC shall not directly or indirectly sublease, assign, or transfer his right of lease over the leased premises or any portion thereof under any circumstances whatsoever, and any such contract made in violation of this clause shall be null and void.

4.4 NPC shall not place or store or cause to be placed or stored in the leased premises any inflammable materials which shall constitute fire hazard, nor place any object or obstruction along the corridors and hallways; nor store any goods, any merchandise considered contraband under the law.

4.5 NPC shall undertake to keep the premises clean and sanitary, devoid unnecessary noise and shall further comply with all existing laws, rules and regulations on sanitation, public health and safety.

5. MAINTENANCE, REPAIR AND REPLACEMENT

5.1 NPC shall well and sufficiently preserve, repair and maintain in good, clean tenantable condition, at his/her own cost, the interiors of the Unit, including the flooring, interior walls or other finishes, doors, windows, cables, conduits, wirings, sockets, electrical installations, and plumbing fixtures found in or about the Unit.

5.2 NPC shall, at his/her own expense, replace the light bulbs in the unit with the same type and wattage as well as repair or replace parts in the toilet tank with the same type and quality as that installed by the Supplier. The unit and all additions and installations supplied by the Supplier shall be kept in a good, clean, working condition. NPC shall keep drains, pipes, sanitary or plumbing apparatus in the unit in good, clean and tenantable condition.

5.3 NPC shall pay the Supplier the cost in cleaning, repairing or replacing any of the same when found to be blocked or stopped. NPC shall take all such steps and precautions at his/her own cost to prevent the leased premises from becoming infested with termites, rats, mice, cockroaches, or other pests or vermin. Should NPC fail to maintain the leased premises properly such that the same is infested with pests, Supplier may employ pest control services on the leased premises and charge the cost thereof to NPC. All minor repairs in the unit will be at NPC's sole expense. Major repairs not caused by or attributable to Supplier's failure or negligence shall be for NPC's sole account.

6. BID SUBMISSION

Supplier shall submit their quotations through email or in the manner of submission as prescribed in the RFQ.

7. LATE BIDS

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

8. 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.

9. BID PRICE VALIDITY

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

10. 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)

11. DETAILED EVALUATION AND COMPARISON OF BIDS

The bid 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.

The TWG will use the following criteria for evaluation:

| ITEM | RATING FACTORS | NPC REQUIREMENT (Add scores on right) | | WEIGHT (%) | RATING |
|------|------------------------------|--|----|------------|--------|
| I. | 1. Accessibility | Accessible by Public Utility Vehicles (PUJ, PUB, Taxi) and within office proximity | 30 | 30 | |
| | | accessible by Public Utility Vehicles (PUJ, PUB, Taxi) | 20 | | |
| | | limited access to PU Vehicles | 10 | | |
| | 2. Topography and Drainage | not prone to flooding during heavy rains, with sufficient drainage | 30 | 30 | |
| | | with drainage but may flood due to heavy rains | 15 | | |
| | | without drainage and may flood due to heavy rains | 0 | | |
| | 3. Sidewalk and waiting shed | With sidewalk and waiting shed | 15 | 15 | |
| | | with sidewalk, no waiting shed | 10 | | |
| | | without both sidewalk and shed | 0 | | |
| | 4. Parking space | can accommodate minimum of 10 4-wheel vehicles (SUV, car, pickup, close van) | 25 | 25 | |

| ITEM | RATING FACTORS | NPC REQUIREMENT (Add scores on right) | | WEIGHT (%) | RATING |
|--------------------|--|--|----|------------|--------|
| | | cannot accommodate 10 4-wheel vehicles | 15 | | |
| | | No parking space | 0 | | |
| | 5. Economic potential | Not applicable | 0 | 0 | |
| | 6. Land classification, utilization and assessment | Not applicable | 0 | 0 | |
| | 7. Other added amenities | Not applicable | 0 | 0 | |
| Subtotal I | | | | 100 | |
| II | Neighborhood Data | | | | |
| | 1. Prevailing rental rate | Rank 1 (lowest bidder) | 30 | 30 | |
| | | Rank 2 | 20 | | |
| | | Rank 3 | 10 | | |
| | | Rank 4 | 5 | | |
| | | Rank 5 and higher | 2 | | |
| | 2. Sanitation and health condition | health care facilities (hospitals, health centers, clinics, drugstores) within 1 km; good sanitation (hygienic, regular garbage collection, without open canal/trash dump site, etc) | 25 | 25 | |
| | | available health care facilities but with poor garbage collection, etc or good sanitation but without health care facilities within the vicinity | 10 | | |
| | | no available health facilities and poor sanitation | 0 | | |
| | 3. adverse influence | Not applicable | 0 | 0 | |
| | 4. property utilization | exclusive for office | 5 | 5 | |
| | | for other commercial usage | 0 | | |
| | 5. Police and fire station | Within 5 km | 15 | 15 | |
| | | Beyond 5 km | 0 | | |
| | 6. Cafeterias | Within 1km. | 10 | 10 | |
| | | beyond 1km. | 0 | | |
| | 7. Banking/postal/t elecom | Within 10 km | 15 | 15 | |
| | | Beyond 10 km | 0 | | |
| Subtotal II | | | | 100 | |
| III | Real Property | | | | |
| | 1. Structural Condition | Concrete | 30 | 30 | |
| | | Concrete & light materials | 20 | | |
| | | Light Materials | 10 | | |
| | 2. Functionality | | | | |
| | a. Module | Not applicable | 0 | 0 | |
| | b. Room arrangement | With partitions | 8 | 8 | |
| | | Without partitions | 4 | | |
| | c. Circulation | Not applicable | 0 | 0 | |
| | d. Light & Ventilation | With sufficient electrical lights and outlets; proper ventilation | 8 | 8 | |

| ITEM | RATING FACTORS | NPC REQUIREMENT (Add scores on right) | | WEIGHT (%) | RATING |
|---------------------|-------------------------------------|--|----|------------|--------|
| | | insufficient electrical lights and outlets and ventilation | 4 | | |
| | e. Space requirements | Minimum of 900 sq.m. office floor area; 200sq.m. parking area | 8 | 8 | |
| | | below 900sq.m. office floor area; below 200sq.m. parking area | 4 | | |
| | 3. Facilities | | | | |
| | a. Water supply and toilet | comfort rooms: 2 male, 2 female, 1 common; can accommodate PWD; sufficient water supply | 6 | 6 | |
| | | common comfort room for male and female | 3 | | |
| | b. Lighting system and power | With own meter (if with co-occupants - must provide sub-meter) | 12 | 12 | |
| | | With own meter (if with co-occupants - without sub-meter) | 6 | | |
| | c. Elevators | With elevators for three (3) or more floors | 6 | 6 | |
| | | No elevators for three (3) or more floors | 3 | | |
| | d. Fire escape | With fire escape/exits | 6 | 6 | |
| | | Without fire escape/exits | 0 | | |
| | e. Firefighting equipment | With fire extinguisher | 6 | 6 | |
| | | Without fire extinguisher | 0 | | |
| | 4. Other requirements | | | | |
| | a. Maintenance | Lessor to shoulder maintenance expense above PhP 5,000.00 | 10 | 10 | |
| | b. Attractiveness | | 0 | 0 | |
| Subtotal III | | | | 100 | |
| IV | Free Services and Facilities | | | | |
| | 1. Janitorial and security | Not applicable | 0 | 0 | |
| | 2. Air Conditioning | Not applicable | 0 | 0 | |
| | 3. Repair and maintenance | available on-call(8 am-5 pm Monday - Saturday) maintenance personnel for the facility provided by Lessor | 50 | 50 | |
| | | No available on-call maintenance personnel for the facility | 0 | | |
| | 4. Water and light consumption | Provision for supply of potable water and electricity power | 25 | 25 | |
| | 5. Secured parking space | with exclusive or secured parking space | 25 | 25 | |
| | | no exclusive or secured parking space | 10 | | |
| Subtotal IV | | | | 100 | |
| SUMMARY | | | | | |
| I | Location and Site Condition | | | 20 | |
| II | Neighborhood Data | | | 20 | |

| ITEM | RATING FACTORS | NPC REQUIREMENT (Add scores on right) | WEIGHT (%) | RATING |
|------|-----------------------------|--|---------------|--------|
| III | Real Property | | 50 | |
| IV | Free Service and Facilities | | 10 | |
| | | FACTOR VALUE | 100 | |

12. DETAILED EVALUATION AND COMPARISON OF BIDS

The bid 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.

13. POST QUALIFICATION

Submitted and other 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).

14. TOTAL CONTRACT PRICE

The Total Contract Price shall be inclusive of all taxes and other related expenses/charges.

15. NOTICE TO LESSEE

a. Supplier shall pick-up the Contract/Notice to Proceed (NTP) from NPC within five (5) calendar days from receipt of the Notice of Award.

b. Failure to secure the contract/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

16. CONTRACT EFFECTIVITY

a. The contract shall take effect immediately upon receipt of the Contract/NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

The Supplier shall make available the leased premises within seven (7) calendar days upon receipt of NTP.

17. TERMS OF PAYMENT

Advance rental, cash deposit and initial monthly rental shall be paid within thirty (30) days after submission of, but not limited to statement of account and contract.

18. LIABILITY OF THE SUPPLIER

If after signing and accepting the Contract, the Supplier fails to make available the leased premises, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

19. DAMAGE BY FORCE MAJEURE

If the leased premises shall be damaged partially by fire or other causes without the fault of NPC, the damages shall be repaired at the expense of the Supplier.

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
 NEGOTIATED PROCUREMENT
 (LEASE OF REAL PROPERTY OR VENUE – 53.10)**

To: The BAC Chairman

I have read and examined the Terms of Reference for the Purchase Requisition (PR) No. S2-VOD23-002. I agree with the conditions of the TOR and offer the following with the specific description:

Lease of Building Offered/Address: _____

| ITEM DESCRIPTION | Space Requirement (in sq.m.) (A) | Lease Duration (Months) (B) | Monthly Lease Rate per sq.m. (C) | Total Bid Price for nine (9) months lease period (in PhP) (A x B x C) |
|--|----------------------------------|-----------------------------|----------------------------------|---|
| RENTAL OF OFFICE BUILDING FOR SPUG - VISAYAS OPERATIONS DEPARTMENT MANDAUE CITY, CEBU | Office space = 900 sq.m. (min) | 9 months | Php _____ | Php _____ |
| | Parking space = 200 sq.m. (min) | | | |
| TOTAL | _____ sq.m. | | | Php _____ |

Price Validity: **One Hundred Twenty (120)** calendar days from date of bid submission

Contract Duration: Nine (9) months

Attachments:

- (1) Building Floor Plan/Layout (for Office Area and Parking Area)
- (2) Vicinity Map
- (3) Photo of the Building offered for Lease
- (4) Filled-up Supplier's Data Form

 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 letterhead following this format duly signed by the authorized representative when making the offer.

SUPPLIER'S DATA

Instruction: Please answer with **YES** or **NO**. Specify your answer for those items not answerable by **YES** or **NO**.

| ITEM | RATING FACTORS | NPC REQUIREMENT | SUPPLIER'S DATA (to be filled up by the bidder) |
|------------|--|---|--|
| I. | Location and Site Condition | | |
| | 1. Accessibility | Accessible by Public Utility Vehicles (PUJ, PUB, Taxi) that is within Mandaue City, Cebu | |
| | 2. Topography and Drainage | good drainage system; not prone to flooding | |
| | 3. Sidewalk and waiting shed | available sidewalk and waiting shed | |
| | 4. Parking space | Available and sufficient free parking space for employees, clients and company's vehicles - can accommodate minimum of 10 4-wheel vehicle (cars, SUV, Pick-up, close van) | |
| | 5. Economic potential | Not applicable | Not applicable |
| | 6. Land classification, utilization and assessment | Not applicable | Not applicable |
| | 7. Other added amenities | Not applicable | Not applicable |
| II | Neighborhood Data | | |
| | 1. Prevailing rental rate | Peso / sq. m. | |
| | 2. Sanitation and health condition | available health care facilities within 1 km and good sanitary conditions | |
| | 3. adverse influence | Not applicable | Not applicable |
| | 4. property utilization | For office use | |
| | 5. Police and fire station | Proximity (specify km distance from proposed building to police and fire station) | |
| | 6. Cafeterias | Proximity (specify km distance from proposed building to canteen or other food concessionaires) | |
| | 7. Banking/ postal/ telecom | Proximity (specify km distance from proposed building to banking/postal/telecom) | |
| III | Real Property | | |
| | 1. Structural Condition | (please specify whether the building is made of concrete or light materials or both) | |

| ITEM | RATING FACTORS | NPC REQUIREMENT | SUPPLIER'S DATA (to be filled up by the bidder) |
|-----------|-------------------------------------|--|--|
| | 2. Functionality | | |
| | a. Module | Not applicable | Not applicable |
| | b. Room arrangement | <i>(please specify whether partitions are available or not)</i> | |
| | c. Circulation | Not applicable | Not applicable |
| | d. Light & Ventilation | <i>(please specify if the property have sufficient electrical lights and outlets;proper ventilation)</i> | |
| | e. Space requirements | Minimum of 900 sq.m. (office) Minimum of 200 sq.m. (parking) | |
| | 3. Facilities | | |
| | a. Water supply and toilet | Available and standard provisions/ connection for water; minimum of 4 comfort rooms (male/female) | |
| | b. Lighting system and power | With own meter (if with co-occupants - must provide sub-meter) | |
| | c. Elevators | Available elevator for three (3) or more floors | |
| | d. Fire escape | With fire escape/exits | |
| | e. Firefighting equipment | With available fire extinguisher | |
| | 4. Other requirements | | |
| | a. Maintenance | Lessor to shoulder maintenance expense above PhP 5,000.00 | |
| | b. Attractiveness | Not Applicable | Not Applicable |
| IV | Free Services and Facilities | | |
| | 1. Janitorial and security | Provided by NPC service providers | Not Applicable |
| | 2. Air Conditioning | Provided by NPC | Not Applicable |
| | 3. Repair and maintenance | Available on call maintenance personnel of Lessor | |
| | 4. Water and light consumption | Provision for supply of potable water and electric power | |
| | 5. Secured parking space | must have available secured parking space | |

Name of Representative (with signature): _____
 Name of Company: _____