



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

05 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. **S4-NPB22-001** Ref. No. **SVP211209-NA00465 (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 **09:30 A.M. of 21 April 2022**.

Pre-Bid Conference: 11 April 2022 @ 09:30AM at Kanao Function Room

Food Tasting Activity: 18 April 2022 @ 10:00AM at Board Room (details are provided in the TOR)

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;

3. Other documents: Please refer to the attached Terms of Reference (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. Nathalie Claire R. Abarquez** at telephone no. **921-3541/** local no. **5611** / Fax No. **922-1622** with e-mail address at **bcsd@napocor.gov.ph and nrabarquez.npc@gmail.com.**

Very truly yours,

ATTY. ROGEL T. TEVES

Vice President, Power Engineering Services and
Chairman, Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80 • Fax No. (632) 921-2468
Website: **www.napocor.gov.ph**

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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. S4-NPB22-001 / REF NO. SVP211209-NA00465 (SVP3)

For the Catering Services for NP Board and Board Committee Meetings for CY 2022

PR Item No.	DESCRIPTION	QTY.	ABC (PhP)
1 and 2	CATERING SERVICES FOR NP BOARD AND BOARD COMMITTEE MEETINGS FOR CY 2022	1 LOT	970,000.00
TOTAL AMOUNT			970,000.00

*Note: For NPC use only (charging) -Item 1 (OMA) = 46.39175% of the ABC
-Item 2 (Non-OMA) = 53.60825% of the ABC*

APPROVED BUDGET FOR THE CONTRACT: PhP 970,000.00

I. SCOPE OF SERVICES

- There are no definite schedule and number of meetings for CY 2022 since these meetings are arranged and scheduled depending on the availability of Members of the National Power Board and its standing committees. (The number of meetings are estimates and may vary depending on the requirement.)
- There cannot be a definite number of persons to be served for the entire year since participants/invitees to the Board and Committee meetings depend on the matters to be discussed.
- The catering services may cover breakfast, snack or lunch or a combination of two depending on the request of the end user.
- Subject to items a and b above, the usual requirement of the end-user for the entire year uses the following specification/formula:

PhP 1,010.00 per head x 40 persons for 24 meetings

- The food menu for each Board or Committee Meeting shall be at the discretion/choice of the end-user in consultation with the catering services provider. (Please refer to the sample Food Menu List)
- The catering service provider shall ensure that the food temperature and holding conditions are appropriate to maintain the high quality and fitness of food to be served.
- The catering service provider shall ensure that plates, glasses, spoons, forks, cutleries and other necessary utensils are adequate.

II. SELECTION AND FOOD TASTING PROCESS

- NPC shall schedule a briefing/orientation for interested catering service providers (virtual meeting).
- On the date to be specified by NPC, prospective catering service providers shall participate in the food tasting activity, which shall be handled by NPC Food Committee created for the purpose;
- Prospective bidders shall submit and prepare the following:

Breakfast Buffet

1. Yangchow Rice
2. Scrambled Egg with Mushroom
3. Boneless Bangus Belly (fried)
4. Fresh Fruits

Lunch Buffet:

1. Sinigang na Pink Salmon Belly with vegetables
2. Lechon Kawali
3. Chicken Teriyaki
4. Fruit Salad
5. Steamed White Rice

AM or PM Snacks

1. Seafood Pasta
2. Bibingka Galapong

Drinks:

1. Hot Chocolate
2. Brewed Coffee
3. Bottled Mineral Water
4. Iced Tea, Buco Lychee or Soda

The prepared food must be enough for five persons on the date and time of the Food Tasting Activity.

- d. A **Certificate of Satisfactory Compliance to the Food Tasting Activity** will be issued by the NPC Food Tasting Committee for those catering services who will obtain an overall rating of 90% and shall be rated as "compliant" for this food tasting activity;
- e. The Food Tasting Criteria shall be as follows:

Particulars	% Weight
1. Taste	30
2. Quality per serving	30
3. Freshness	25
4. Tenderness of meat dishes	15
TOTAL	100

The minimum passing score for the food tasting criteria is **Ninety Percent (90%)**.

- f. Only those who will pass the food tasting activity shall be allowed to submit their bid offer.

Note:

Upon entry to NPC premises, waiters/staff must have no signs and symptoms of COVID 19 and must present a vaccination card or a result of negative result for Rapid Antigen Test for unvaccinated personnel. The requirement on COVID 19 testing however shall be subject to the protocols which the NPC Management may impose when health safety requires it.

III. RESPONSIBILITIES/SERVICES TO BE PROVIDED BY NPC

- a. NPC shall notify the Catering Service Provider of the actual time, date and place of the meeting, the number of persons to be served and the proposed food menu at least three (3) days prior to the function;
- b. NPC shall provide appropriate/adequate space for the catering service to hold and prepare the meals before serving.

IV. DOCUMENTS TO BE SUBMITTED

The following documents (certified true copies) must be submitted together with the Bid/Price Quotation:

- a. PhilGEPS Registration, whichever is applicable;
- b. Omnibus Sworn Statement (use attached form)
- c. Latest Income Tax Return (ITR)/ Business Tax Return stamped received by BIR
- d. Required Additional Documents:
 - Certificate of Satisfactory Compliance to the Food Tasting Requirement issued by the NPC Food Committee
 - The catering service provider shall have a track record for at least two (2) years. For this purpose, **the provider must have been engaged in food delivery or catering services for at least two (2) years prior to the bid opening date. Similar project shall mean a contract or engagement for the supply of food and snacks and/or catering services.** The following supporting documents shall be submitted during bid opening:
 - (1) Purchase Order/Contract
 - (2) Certificate of Completion .
 - (3) Official Receipt/Sales Invoice

2. Contract Duration

Contract Duration shall be One (1) Year and shall commence upon the issuance of Notice to Proceed/PO and notification on the actual time, date and place of meeting from NPC.

3. Delivery Point

Items shall be delivered at **National Power Corporation, BIR road corner Quezon Avenue, Diliman, Quezon City or any other venue as required by the end-user.**

4. Bid Submission

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the Request for Quotation (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 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

Upon receipt of the complete documentary requirements, NPC shall pay the full amount due to the catering service provider within thirty (30) days after the rendition of each service.

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 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.

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**SUPPLIER'S BID QUOTATION
(NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No. **S4-NPB22-001**. 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	Number of Persons	Number of Meetings	UNIT PRICE per Head (PhP)	TOTAL PRICE (PhP)
A	B	C	D	E	F	G = D x E x F x C
1-2	CATERING SERVICES FOR NP BOARD AND BOARD COMMITTEE MEETINGS FOR CY 2022	1 LOT	40*	24*		
TOTAL BID PRICE						

Note: * These numbers are based on the usual requirement of the end-user for the entire year (as stated in the SCOPE OF SERVICES of the Terms of Reference)

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.

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]