



Republic of the Philippines
 NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
 ALTERNATIVE MODE OF PROCUREMENT
 (SMALL VALUE PROCUREMENT – 53.9)**

1.Scope of Works (REF: _____ PR NO. [S3-MOD24-004](#))

“RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 3, NPC Compound, Mintal, Davao City”

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
1	RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 3, NPC Compound, Mintal, Davao City	1	LOT	600,000.00
	Scope of works.			
	<p>1.REPAIR OF ROOFING AND FLASHINGS</p> <p>1. Repair of existing roofing and flashings and replace damaged roofing and flashing</p> <p>2. Cleaning of roofing, apply sealant in all roofing screw, apply rust converter, primer coating and top coat using roof guard paints</p> <p>2. REPAIR OF TILES</p> <p>1. Repair of existing tiles at toilet & bath (flooring & walling)</p> <p>2. Apply tile adhesive, curing and apply tiles grout.</p> <p>3. Replace dilapidated PVC Door and door Jamb(CR 1 & 2)</p> <p>4. Cleaning</p> <p>3. REPAIR OF FIXTURES</p> <p>1. Repair of existing water lines, water closet, lavatory and kitchen sink.</p> <p>2. Repair of floor drain, faucets and showers.</p> <p>4.REPAIR OF DOORS AND WINDOWS</p> <p>1. Repair of existing door jambs, doors, window frames and windows. Replace all damage parts including hinges, door knobs and window screen</p> <p>2. Remove old Jalousie frames and blades replace sliding Windows includes: glass framing, glass, fittings and accessories for the window enclosure.</p> <p>3. Install Glass door includes: glass framing, glass, fittings and accessories for the door enclosure with door screen</p> <p>5. Repair of Exterior/architectural renovation design</p> <p>1. Exterior Wall Replacement. Removal of</p>			

	<p>Existing wooden termite infested wall and wall framings.. Installation of metal frames and double wall fiber cement boards</p> <ol style="list-style-type: none"> 2. Repainting Works. Scraping of old paints, application of paint base preparation as well as application of top coating (3 coats) 3. Column Cladding. Provide wire mesh to hold the finishes at column and install stone design accent tile 4. Exterior Pergola Accent. Provide steel materials and skilled welder for the fabrication of exterior trellis <p>6. REPAIR OF STAIRS AND BALCONY</p> <ol style="list-style-type: none"> 1. Remove existing damages wooden stairs and replace with concrete foundation and concrete stairs install rough tiles. 2. Repair of Balcony railings. Removed existing wooden termite infested railings and replaced with steel railings and painting. <p>7. REPAIR OF EXTERIOR PLUMBING LINES</p> <ol style="list-style-type: none"> 1. Repair of existing PVC pipes for catch basins and septic tanks. 1. Repair of PVC pipes for external waste. <p>8. PUNCHLISTING</p> <ol style="list-style-type: none"> 1. Final inspection for concrete finish and drywall and ceiling finish. 2. Testing and commissioning of accessories (locks, doors, door knobs, hinges) 3. Testing and commissioning of water supply and pipes for external waste <p>9. SITE CLEARING</p> <ol style="list-style-type: none"> 1. Clearing and disposal of site debris. 2. Clearing of temporary bunk house and store house. 3. Cleaning of building interior for turnover. <p>10. TERMITE EXTERMINATION AND CONTROL SERVICES</p> <ol style="list-style-type: none"> 1. Soil Treatment/poisoning . this covers service treatment done either by cordoning, drilling, trenching or injection around the building close to the outside walls. To control present infestation and reduce the possibility of future infestation 			
	TOTAL BID PRICE			600,000.00
	<p>Notes:</p> <ul style="list-style-type: none"> ●Bid offer must be within the ABC ●Warranty shall be at least Six (6) Months. 			

Note: This portion must include the complete technical specifications and the quantity of the requirement.

2. Delivery Period / Duration of Work

Delivery Period / Duration of Work shall not be later than [\(45\) days](#) calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

3. **Delivery Point/ Project Location**

[NPC COMPOUND, Mintal, Davao City](#)

4. **Bid Submission** The Bidder shall submit their sealed quotations through their authorized representative to be dropped in the designated drop box in the [SPUG Mindanao Central Office, Kumintang St., Mintal, Tugbok District, Davao City](#)

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**

- a. Submitted documents of the S/LCB shall be subjected to post qualification evaluation.
- b. 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**

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 [Six \(6\) months](#) 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. **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 DBAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. [S3-MOD24-004](#).
 I agree with the conditions of the TOR and offer the following with specific description:

ITEM NO.	DESCRIPTION OF ITEM/S TO BE SUPPLIED (INCLUDE BRAND NAME)	OFFERED BRAND/ MODEL	QTY.	UNIT of MEASURE	UNIT PRICE (Php)	TOTAL PRICE (Php)
1	RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 3, NPC Compound, Mintal, Davao City Scope of works.		1	lot		
	Scope of works.					
	<p>1.REPAIR OF ROOFING AND FLASHINGS</p> <p>1. Repair of existing roofing and flashings and replace damaged roofing and flashing</p> <p>2. Cleaning of roofing, apply sealant in all roofing screw, apply rust converter, primer coating and top coat using roof guard paints</p> <p>2. REPAIR OF TILES</p> <p>1. Repair of existing tiles at toilet & bath (flooring & walling)</p> <p>2. Apply tile adhesive, curing and apply tiles grout.</p> <p>3. Replace dilapidated PVC Door and door Jamb(CR 1 & 2)</p> <p>4. Cleaning</p> <p>3. REPAIR OF FIXTURES</p> <p>1. Repair of existing water lines, water closet, lavatory and kitchen sink.</p> <p>2. Repair of floor drain, faucets and showers.</p> <p>4.REPAIR OF DOORS AND WINDOWS</p> <p>1. Repair of existing door jambs, doors, window frames and windows. Replace all damage parts including hinges, door knobs and window screen</p> <p>2. Remove old Jalousie frames and blades replace sliding Windows includes: glass framing, glass, fittings and accessories for the window enclosure.</p> <p>3. Install Glass door includes: glass framing, glass, fittings and accessories for the door enclosure with door screen</p>					

	<p>5. Repair of Exterior/architectural renovation design</p> <ol style="list-style-type: none"> 1. Exterior Wall Replacement. Removal of Existing wooden termite infested wall and wall framings.. Installation of metal frames and double wall fiber cement boards 2. Repainting Works. Scraping of old paints, application of paint base preparation as well as application of top coating (3 coats) 3. Column Cladding. Provide wire mesh to hold the finishes at column and install stone design accent tile 4. Exterior Pergola Accent. Provide steel materials and skilled welder for the fabrication of exterior trellis <p>6. REPAIR OF STAIRS AND BALCONY</p> <ol style="list-style-type: none"> 1. Remove existing damages wooden stairs and replace with concrete foundation and concrete stairs install rough tiles. 2. Repair of Balcony railings. Removed existing wooden termite infested railings and replaced with steel railings and painting. <p>7. REPAIR OF EXTERIOR PLUMBING LINES</p> <ol style="list-style-type: none"> 1. Repair of existing PVC pipes for catch basins and septic tanks. 1. Repair of PVC pipes for external waste. <p>8. PUNCHLISTING</p> <ol style="list-style-type: none"> 1. Final inspection for concrete finish and drywall and ceiling finish. 2. Testing and commissioning of accessories (locks, doors, door knobs, hinges) 3. Testing and commissioning of water supply and pipes for external waste <p>9. SITE CLEARING</p> <ol style="list-style-type: none"> 1. Clearing and disposal of site debris. 2. Clearing of temporary bunk house and store house. 3. Cleaning of building interior for turnover. 					
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	<p>10. TERMITE EXTERMINATION AND CONTROL SERVICES</p> <p>1. Soil Treatment/poisoning . this covers service treatment done either by cordoning, drilling, trenching or injection around the building close to the outside walls. To control present infestation and reduce the possibility of future infestation</p>					
TOTAL BID PRICE						
<p>NOTE:</p> <ul style="list-style-type: none"> •Bid offer must be within the ABC •Warranty shall be for Six (6) Months 						

Duration of Work : 45 days

Delivery Point : NPC COMPOUND

Terms of Payment : 30 days

Price Validity : 120 calendar days

Warranty Period : Six (6) months

Name and Signature of Authorized Representative

Date _____

Company Name _____

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.



**REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT-Sec. 53.9)**

Date _____

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. [S3-MOD24-004](#) Ref. No. _____ and submit the same in a sealed envelope to be dropped in the designated drop box at the Procurement Office, NPC-SPUG Davao, Decentralized Bids and Awards Committee (DBAC), Kumintang St., Mintal, Tugbok Dist. **on or before 10:00AM of 4 March, 2024.**

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

1. Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A")

For Red or Blue Members:

- a. Valid Mayor's Permit
- b. PhilGEPS Registration Number;

2. Latest Income Tax Return/Business Tax return; (ABC above Php 500,000.00 only)

3. Omnibus Sworn Statement (ABC above Php 500,000.00 only)

a. Standard Form No: NPCSF-GOODS-07

4. Professional License/Curriculum Vitae (for Consulting Services)

5. PCAB License (Size Range: Small A, License Category: Trade/E)

6. Other documents: Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (NPCSF-GOODS-03)

The Warranty Period shall be for **Six (6) Months.**

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder (s).

For further inquiries, please contact DBAC Secretariat, MR. DARYL B. DAODAOANG at telephone no/s. (082) 293-0657 / 293-0610.

Very truly yours,

MARVIE L. CASTROVERDE

Plant Superintendent, Kalamansig DPP
Chairman, DBAC-Eastern Mindanao Area

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Standard Form No: NPCSF-GOODS-07

Omnibus Sworn Statement (Revised)

**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]

Standard Form Number: NPCSF-GOODS-03

The Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Nature of Work	Contractor’s Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

- Notes: 1. The bidder must state only one (1) Single Largest Completed Contract (SLCC) similar to the contract to be bid.
 2. Supporting documents such as any of the following: Certificate of Acceptance; or Certificate of Completion; or Official Receipt (O.R); or Sales Invoice for the contract stated above shall be submitted during Bid Opening.

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____