



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-PLM23-024](#))

“RJO: SUPPLY LABOR, MATERIALS AND EXPERTISE FOR THE 1. REPAIR OF CONTROL ROOM, 2. REPAIR OF GUARDHOUSE, REPAIR OF PERIMETER FENCE, 4. REPAIR OF PUMPHOUSE AND ACCESSORIES AND 5. REPAIR OF WORKING AREA/WORKSHOP”

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
1	RJO: SUPPLY LABOR, MATERIALS AND EXPERTISE FOR THE 1. REPAIR OF CONTROL ROOM, 2. REPAIR OF GUARDHOUSE, REPAIR OF PERIMETER FENCE, 4. REPAIR OF PUMPHOUSE AND ACCESSORIES AND 5. REPAIR OF WORKING AREA/WORKSHOP	1	LOT	400,000.00
	1.REPAIR OF CONTROL ROOM (F3759S3) Request for services for the supply labor, materials, equipment and expertise for repair of control room ceiling, installation of additional exit doors and repair of lighting fixture SCOPE OF WORK: -Replace dilapidated ceilings of existing control room -Elevate at least 2ft above existing control room ceiling -Demolish some wall part for the installation of additional control room exit door -To install electrical fixtures. Clean up all waste materials and dispose to proper area			
	2.REPAIR OF GUARDHOUSE (F3767S3) Request for services for the supply labor, materials equipment for the repair of guardhouse at Palimbang DPP SCOPE OF WORK TOBER DONE: -Dismantle and pull out defective ceiling and roofing -Pull out defective electrical fixture and replace - Adjust and extend trusses to provide enough shade during rainy season -Wide entrance and exit doors -Provide 2ft x 5ft concrete extension for guardhouse cabinet -Concreting 2ft x 6ft x 6in thick flooring -Repainting of guardhouse Dispose all waste to designated area			
	3.REPAIR OF PERIMETER FENCE (F3768S3) Request for services for the supply labor, materials, equipment and expertise for the repair of perimeter			

	fence at Palimbang DPP SCOPE OF WORK TO BE DONE -Remove existing defective perimeter fence beside guard house -Install concrete footing for steel pole -Install 4 layer of concrete hollow block and plaster with rough finish -Fabricate and install 4 set of 2ft x 8ft steel matting with 1in x 2in tubular -Painting of new perimeter fence Dispose all waste materials to proper designated area			
	4.REPAIR OF PUMP HOUSE (F3765S3) Request for services for the repair of Fuel Pump house at Palimbang DPP Scope of work to be done: -Pull out fuel pump cover/roofing -Install 4pcs 2inch diameter 7ft steel pole -Install 1.5mtr x 1.5mtr new roofing complete steel trusses -Install electrical wiring, 2 gang switch, 10ampere breaker and 3 gang outlet -Install 2layer concrete hollow block containment wall -Install water 20inch x 24inch x 20inch catch basin -Painting of fuel pump house Dispose all waste materials to designated area			
	5. REPAIR OF WORKING AREA/WORKSHOP (F3766S3) Request for services for the repair of working area /workshop of Palimbang DPP Scope of work to be done: -Remove all defective roofing and trusses -Remove all defective wooden post and replace with 2inches x 10ft steel pole -Install steel trusses and joist -Install new 5mm thick roofing -Concreting for flooring -Install electrical wiring, 3pcs LED 20watts lamp, 4pcs 3gang outlet, 2pcs 10ampere break and 1pc 20amps breaker Dispose all waste materials to designated area			
	TOTAL BID PRICE			400,000.00
	Notes: <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

[Plant Site, Palimbang DPP](#)

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.



**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-PLM23-024](#) 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 [19 JULY 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, a valid/updated Mayor's Permit must also be submitted.

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 50,000.00 only)

- a. Standard Form No: NPCSF-GOODS-07a (Sole Proprietorship)
- b. Standard Form No: NPCSF-GOODS-07b (PARTNERSHIP/CORP/COOP/JV)

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

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

6. Other documents: Please refer to the attached TOR

*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,

JOB C. CANSANCIO
Plant Superintendent, Dinagat DPP
Chairman, DBAC-Eastern Mindanao Area

**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-PLM23-024](#). 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	<p>RJO: SUPPLY LABOR, MATERIALS AND EXPERTISE FOR THE 1. REPAIR OF CONTROL ROOM, 2. REPAIR OF GUARDHOUSE, REPAIR OF PERIMETER FENCE, 4. REPAIR OF PUMPHOUSE AND ACCESSORIES AND 5. REPAIR OF WORKING AREA/WORKSHOP</p>		1	LOT		
	<p>6.REPAIR OF CONTROL ROOM (F3759S3)</p> <p>Request for services for the supply labor, materials, equipment and expertise for repair of control room ceiling, installation of additional exit doors and repair of lighting fixture</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> -Replace dilapidated ceilings of existing control room -Elevate at least 2ft above existing control room ceiling -Demolish some wall part for the installation of additional control room exit door -To install electrical fixtures. <p>Clean up all waste materials and dispose to proper area</p>					
	<p>7.REPAIR OF GUARDHOUSE (F3767S3)</p> <p>Request for services for the supply labor, materials equipment for the repair of guardhouse at Palimbang DPP</p> <p>SCOPE OF WORK TOBER DONE:</p> <ul style="list-style-type: none"> -Dismantle and pull out defective ceiling and roofing -Pull out defective electrical fixture and replace - Adjust and extend trusses to provide enough shade during rainy season -Wide entrance and exit doors -Provide 2ft x 5ft concrete extension for guardhouse cabinet -Concreting 2ft x 6ft x 6in thick flooring -Repainting of guardhouse <p>Dispose all waste to designated area</p>					
	<p>8.REPAIR OF PERIMETER FENCE (F3768S3)</p>					

	<p>Request for services for the supply labor, materials, equipment and expertise for the repair of perimeter fence at Palimbang DPP</p> <p>SCOPE OF WORK TO BE DONE</p> <ul style="list-style-type: none"> -Remove existing defective perimeter fence beside guard house -Install concrete footing for steel pole -Install 4 layer of concrete hollow block and plaster with rough finish -Fabricate and install 4 set of 2ft x 8ft steel matting with 1in x 2in tubular -Painting of new perimeter fence <p>Dispose all waste materials to proper designated area</p>					
	<p>9.REPAIR OF PUMP HOUSE (F3765S3)</p> <p>Request for services for the repair of Fuel Pump house at Palimbang DPP</p> <p>Scope of work to be done:</p> <ul style="list-style-type: none"> -Pull out fuel pump cover/roofing -Install 4pcs 2inch diameter 7ft steel pole -Install 1.5mtr x 1.5mtr new roofing complete steel trusses -Install electrical wiring, 2 gang switch, 10ampere breaker and 3 gang outlet -Install 2layer concrete hollow block containment wall -Install water 20inch x 24inch x 20inch catch basin -Painting of fuel pump house <p>Dispose all waste materials to designated area</p>					
	<p>10. REPAIR OF WORKING AREA/WORKSHOP (F3766S3)</p> <p>Request for services for the repair of working area /workshop of Palimbang DPP</p> <p>Scope of work to be done:</p> <ul style="list-style-type: none"> -Remove all defective roofing and trusses -Remove all defective wooden post and replace with 2inches x 10ft steel pole -Install steel trusses and joist -Install new 5mm thick roofing -Concreting for flooring -Install electrical wiring, 3pcs LED 20watts lamp, 4pcs 3gang outlet, 2pcs 10ampere break and 1pc 20amps breaker <p>Dispose all waste materials to designated area</p>					

TERMS OF REFERENCE

Small Value Procurement- 53.9 (PR No. [S3-PLM23-024](#))

Page 7 of 7

TOTAL BID PRICE						
NOTE:						
<ul style="list-style-type: none"> •Bid offer must be within the ABC •Warranty shall be for Six (6) Months 						

Delivery Period : 45 days **Price Validity** : 120 calendar days
Delivery Point : SPUG-MOD Central Office, Davao City **Warranty Period** : Six (6) Months
Terms of Payment : 30 days

 Name and Signature of Authorized Representative
 Date _____
 Company Name _____
 Email Add _____
 Contact No _____

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.