



National Power Corporation

Access To Sustainable Energy Program - Project Management Office (ASEP-PMO)

REQUEST FOR QUOTATION

March 6, 2023

Sir/Madam:

Please provide us with your best offer for the items as specified in the Terms of Reference (TOR) for Supply of Transportation Service for ASEP-PMO Personnel in Metro Manila and submit the same on or before March 30, 2023 at the ASEP-PMO office 2F ABDC Building, Sct. Rallos, cor Sct. Tuason St, Diliman, Quezon City or via e-mail at aseprns.npc@gmail.com or at acfroble@napocor.gov.ph

The following documents will also be required in case your submitted quotation will be evaluated as most responsive in our requirement:

1. Valid Mayor's Business Permit;
2. Other documents/licenses that may be required.

In case no quotation or insufficient number of quotations is received on March 30, 2023, the deadline submission may be extended, as follows:

First (1 st) Extension	:	_____
Second (2 nd) Extension	:	_____
Third (3 rd) Extension	:	_____

For further inquiries, please contact Mr. Alfel Caesar F. Robles at mobile no. 09086031847 with e-mail address at acfroble@napocor.gov.ph.

Thank you and looking forward to your response on this request the soonest.

Respectfully yours,

GODOFREDO B. MAGPOC, JR.
Project Director, ASEP-PMO

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NATIONAL POWER CORPORATION

Access To Sustainable Energy Program - Project Management Office (ASEP-PMO)

TERMS OF REFERENCE

Re: Supply of Transportation Service for ASEP-PMO Personnel in Metro Manila

1. Background:

The provision for the supply of transportation service of ASEP-PMO personnel was requested to be utilized by the ASEP-PMO for mobility on various transactions and stakeholders engagement from NAPOCOR head office to ASEP-PMO office in Quezon City and in other areas in Metro Manila, where ASEP-PMO personnel will be conducting their daily activities. The funds will be sourced from EU Grant No. TFAO2379 and is covered by the Annual Financial Plan (October 2022 to July 2023) approved by the World Bank. This is also compliant with the following guidelines:

- a. Section 3.5 (Shopping) of the WB Revised July 2014 Guidelines on the Procurement of Goods, Works and Non-Consulting Services.
- b. Section 11.0 of the NPC Revised 2016 Manual of Approval. The approval of authority hire is within the NPC President and CEO's limits.
- c. DBM Circular 2022-1

2. Objective

To provide transportation service for ASEP-PMO personnel from NPC-Head Office in Diliman to ASEP-PMO office and various areas in Metro Manila.

3. Scope of Service:

ASEP-PMO to hire air-conditioned Van/MPV with a capacity of 7 or more passenger seater with driver. Pick-up point will be on NPC Head Office, Diliman Quezon City to ASEP-PMO office in ABDC Building, Greatwork Studio, Sct. Rallos, cor Sct. Tuason St, Diliman, Quezon City and other areas in Metro Manila. Schedule of transport shall be on a 15-day per month on-call basis.

4. Terms and Conditions

I. Responsibility of Service Provider

- a) The Service Provider is responsible for all the necessary permits, license, taxes and fees etc. to all concerned regulatory agencies for the duration of the shuttle service contract.
- b) The Service Provider must provide the following:
 - i. Driver
 - ii. Driver's appropriate PPEs
 - iii. Fuel
 - iv. Parking or Toll Fees, if any
 - v. Passenger Accident Insurance while on board.
- c) The Service Provider shall disinfect and maintain cleanliness of the service after each use.
- d) Shall pick-up ASEP-PMO personnel at designated pick-up point for a certain period of time. Service Vehicle Drivers shall pick up ASEP-PMO employees along the way (assigned route only) provided said area will not pose any traffic violation.
- e) Shall provide replacement units in case units encounter breakdown or repair and for maintenance or scheduled date is under the MMDA number coding scheme of the service vehicle.
- f) That the Service Provider shall be held accountable for all liabilities resulting from damage to properties and lives attributed to Service Provider's fault /negligence for the duration of the service contract.

TERMS OF REFERENCE

Shopping

Supply of Service Transportation Service for ASEP-PMO in Metro Manila

- g) That the Service Provider shall hold ASEP-PMO free from any third party liability arising from damages to public and private properties, death or injury to people as a result of any incident attributed to Service Provider's fault, that may have occurred during performance of the service contract.

5. Contract Duration

The contract duration will be until from the award of the contract up to July 31, 2023, which is the Grant Closing Date. The Service Provider and ASEP-PMO will agree on a monthly 15-day schedule during the duration of the contract.

6. Mode of Payment/Progress Billing

Progress billing is every 25th of the Month. Payment of each billing for the delivery of service is upon submission by the Service Provider of complete supporting documents.

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 Most Responsive Quotation (MRQ).

9. Detailed Evaluation and Comparison of Bids

The MRQ shall be subjected to detailed evaluation against the Scope of Works 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 MRQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Most Responsive and Evaluated Quotation (MREQ).

11. Total Contract Price

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

12. Reservation Clause

ASEP-PMO 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
(SHOPPING)**

To: ASEP-PMO Project Director :

I have read and examined the Terms of Reference for the **Supply of Transportation Service for ASEP-PMO personnel in Metro Manila**. 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	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	Lease/Rental of Van/MPV with driver for ASEP-PMO, six (6) months term, 15 days per month, on-call basis	1 LOT		
TOTAL BID PRICE				

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.