



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

November 14, 2023

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\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-BBW23-010** Ref. No. **SVP230504-KB (SVP5)** 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 9:30 AM of 29 November 2023.**

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: : **Additional documents to be submitted during Post-Qualification**

Additional Documentary Requirements, if applicable:

- Omnibus Sworn Statement (use attached Form) (For Total ABC of AbovePhP 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).

or further inquiries, please contact the BAC Secretariat, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at [kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com)

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**  
Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
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Quezon City 1100, Philippines  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468  
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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.HO-BBW23-010/REF NO. SVP230504-KB (SVP5)**

**For the SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF  
BBWAT SERVICE VEHICLES**

Item No.	DESCRIPTION	QTY.	U/M	ABC (Php)
1	(PLAN 9) REPAIR & MAINTENANCE OF UC-EC VEHICLE, MODEL TOYOTA HILUX 2022 SUPPLY OF LABOR AND MATERIALS	1	LOT	150,000.00
2	(PLAN 8) REPAIR OF UC-EC ACQUIRED VEHICLE/EQUIPMENT, MODEL MITSUBISHI STRADA 2010 SUPPLY OF LABOR & MATERIALS	1	LOT	250,000.00
<b>TOTAL</b>				<b>400,000.00</b>

Notes:

- **Warranty: Shall be at least one (1) year**
- **Updated Mayor's Permit and PhilGeps Registration**
- **Mode of Award is Lot Award**
- **See attached sheet for complete Technical Specification.**
- **Bidders are required and reminded to strictly state/include in their own Bid Proposal the requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR) to wit:**
  - **Payment Terms**
  - **Delivery Period**
  - **Price Validity**
  - **Delivery Point**
  - **Warranty**

**APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00**

**2. Delivery Period**

Delivery Period shall not be later than **Thirty (30) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **Buhi-Barit Watershed Area Team Office, Sta. Justina East, Buhi, Camarines Sur.**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE**  
**SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND MAINTENANCE**  
**OF BBWAT SERVICE VEHICLES**  
**(JO NO. A003399 - PLAN 9 and New-15, PLAN 8)**

1. **Scope of Works (PR No.: HO-BBW23-010)**  
**To supply of labor and materials of BBWAT Service Vehicles**

**SCHEDULE 1: TOYOTA HILUX 2.4L 4X2 E MT**

**1. SPARE PARTS**

- Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Flush Radiator & Replace Coolant, Wiper Blade & AC Relay.
- Replace Worn-Out/Damaged Under Chassis Parts and Accessories, Wheel Alignment, & Repainting (Bumper & Pinder)

ITEM NO.	DESCRIPTION	QTY	UM	AMOUNT
1	Side Visor	1	set	5,000.00
2	Tires (265/65 R17 AT 25 T DUNLOP	4	pc	67,410.00
3	Coolant Tank	1	pc	1,800.00
4	Break Pad	2	set	10,100.00
5	Break Shoe	2	set	9,800.00
6	Wiper	2	pc	2,485.00
7	Tie Rod	2	pc	3,500.00
8	Ball Joint Upper	2	pc	5,460.00
9	Ball Joint Lower	2	pc	5,460.00
10	Shock Absorber (Front/Rear)	2	set	17,200.00
11	Fan Belt	1	set	4,200.00
12	Wheel alignment	1	lot	1,400.00
13	Charging Freon	1	lot	1,200.00
14	Labor	1	lot	14,985.00

**SCHEDULE 2: Mitsubishi Strada, 4x4, 2010 Model**

**1. ENGINE**

- Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Replace Gear Oil, Flush Radiator & Replace Coolant, and Replace Timing Belt

ITEM NO.	DESCRIPTION	QTY	UM	AMOUNT
1	Cabin Filter (7803A084)	1	pc	600.00
2	Engine Coolant	15	pc	3,900.00
3	Wiper Blade (8250A380)	2	pc	1,200.00
4	Oil Filter	5	pc	3,000.00
	Fuel Filter	5	pc	3,000.00

5	ATF	5	pc	1,250.00
6	Brake Fluid	6	pc	2,100.00
7	Oil Fan Gasket	1	pc	550.00
8	Rack End Pinion Repair	1	pc	7,500.00
9	Air Conditioner Repair	1	lot	20,000.00
10	Belt (Power Steering, Alternator, AC Compressor and Water Pump)	2	pc	3,300.00
11	Charging Freon	1	lot	1,200.00
12	Labor	1	lot	14,200.00

**2. UNDERCHASSIS AND OTHER MAJOR PARTS**

Replace Worn-Out/Damaged Under Chassis Parts and Accessories to include Suspensions, Steering Parts & Assemblies, Bearings, Supports and Insulation.

ITEM NO.	DESCRIPTION	QTY	UM	AMOUNT
1	Battery 3SMF (125D31L)	1	pc	7,000.00
2	Brake Light	5	pc	800.00
3	Ball Joint Upper (4010A099)	2	pc	2,500.00
4	Ball Joint Lower (4013A314)	2	pc	3,160.00
5	Tie Rod End (442A098)	2	pc	2,400.00
6	Wheel alignment	1	lot	1,400.00
7	Brake Pad (Left & Right) (4805A284)	2	set	10,100.00
8	Brake Shoe (Inner & Outer) (4800A108)	2	set	9,800.00
9	Shock Absorber (Front/Rear)	2	set	13,200.00
10	Coolant Tank	1	pc	1,800.00
11	Mitsubishi Strada pick up 2010 Model front Bumper	1	set	9,160.00
12	Labor	1	lot	4,680.00

**3. TRANSMISSION**

(Pull down Manual Transmission Assembly and Replace Defective/Worn-Out Parts)

ITEM NO.	DESCRIPTION	QTY	UM	AMOUNT
1	Clutch Disc (2304A084)	1	pc	4,500.00
2	Pressure Plate (MN171120)	1	pc	4,800.00
3	Release Bearing (MN171419)	1	pc	1,200.00
4	Pilot Bearing (MN040024L)	1	pc	420.00
5	Clutch Master (MR980832)	1	pc	4,500.00
6	Baby Master (2345A059)	1	pc	3,100.00
7	Labor	1	lot	8,700.00

**4. REPAINTING**

(Repainting of Mitsubishi Strada pick up 2010 Model)

ITEM NO.	DESCRIPTION	QTY	UM	AMOUNT
1	Labor and materials for repainting of Mitsubishi Strada pick up 2010 Model	1	lot	95,000.00

**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 Quotation (LCQ).

**9. Detailed Evaluation and Comparison of Bids**

The LCQ 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 LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Lowest Calculated Responsive Quotation (LCRQ).

Additional Documents to be Submitted During Post-Qualification:

- a. **Certificate of Accreditation** that the Bidder/Service Provider is duly accredited by the Department of Trade and Industry (DTI) as a Service and Repair Enterprise.
  - In case that the Bidder is not the actual entity that will provide services to be rendered, the same **Certification** from DTI of the partner Service Provider shall be submitted. In this case, it should be accompanied with corresponding **Letter of Commitment** that the bidder will provide the services in partnership with the particular Service Provider accredited by the DTI.
- b. **Any proof that the Vehicle Workshop/Repair Shop of the Bidder/Service Provider is in existence for a minimum of three (3) years.**

**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**

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

## **15. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty).

## **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  
(SMALL VALUE PROCUREMENT – 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-BBW23-010 (SVP5)**. 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	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
<b>TOTAL BID PRICE</b>				

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.*