



# National Power Corporation

## REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

26 April 2024

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-BBW24-012** Ref. No. SVP240507-JD00253 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 A.M. of 07 May 2024.**

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:

- Valid Mayor's Permit showing the expiry date
- PhilGEPS Registration Number ;

3. Other documents: : Please refer to the attached 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. Riza Joy B. De Luna** at telephone no/s. 8921-3541 loc. 5611 with e-mail address at delunari.npc@gmail.com & bcسد@napocor.gov.ph

Very truly yours,

**ATTY. MELCHOR P. RIDULME**  
Vice President, Office of the Legal Counsel  
and Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**

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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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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-BBW24-012/ REF NO. SVP240507 - JPO0253

**FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE CAPABILITY BUILDING LIVELIHOOD ON IMPROVE NATIVE CHICKEN LIVELIHOOD OF THE BUHI BARIT WATERSHED AREA TEAM**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	P11 LIVELIHOOD PROGRAM	1 LOT	173,000.00
TOTAL AMOUNT			<b>173,000.00</b>

Notes:

- **Warranty:** Shall be at least Three (3) Months
- **Mode of Award:** Lot Award. However, Bid Price offer shall not exceed ABC per item.
- **Must Indicate Brand/Mode, Brochure & Specifications** on your quotation.

**APPROVED BUDGET FOR THE CONTRACT: PHP 173,000.00**

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, Brgy. Sta. Justina, 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.

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.

- PhilGEPS Certification and Mayor's/Business Permit. \
- Additional Requirements stated in the RFQ

The bid that PASSED the Post-Qualification shall be declared as the Lowest Calculated Responsive Quotation (LCRQ).

## 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.

**SUPPLIER'S BID QUOTATION  
(SHOPPING 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s.HO-BBW24-012. 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)
1				
2				
3				
4				
5				
6				
7				
8				
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.*





Republic of the Philippines  
**NATIONAL POWER CORPORATION**

**TERMS OF REFERENCE**  
**Capability Building / Livelihood**  
**(Improve Native Chicken Livelihood Project)**

**1.0 Objective:**

This Terms of Reference (TOR) is intended to generate additional employment for the local residents as well as provide extra source of income to families through its Livelihood component, which is the direct supervision of the family household in the production of improve native chicken that might be additional source of income. This project will be replicated to the other adjacent barangays mode production and replication will be formulated by the unit.

**2.0 Coverage**

This TOR covers the management activities on the Capability Building/Improve Native Chicken Livelihood Project on the Labour and supply of Materials to the Indigenous Peoples Beneficiaries.

**2.1. Labor: Capability Building / Livelihood (Improve Native Chicken Livelihood Project)**

- a. Preparation of training Materials
- b. Scheduling of training sessions and distribution of invitation to prospective participants
- c. Conduct and management of training and
- d. Preparation and submission of reports

**2.2. Materials: Capability Building / Livelihood (Improve Native Chicken Livelihood Project)**

- a. 50 pairs (hen and roaster) of Native Improve Chicken
- b. 50 sacks per 50/kls of chicken feeds

**3.0 Scope of works**

For the Supply of Labour and Materials for the Capability Building Livelihood on Improve Native Chicken Livelihood Project of the Buhi Barit Watershed Area Team PLAN 11

- Provide Labour and Materials for the Capability Building Livelihood on Improve Native Chicken Livelihood Project of the Buhi Barit Watershed Area Team

(BBWAT) for the stakeholder's Livelihood project so that their attitude will be deviated from extraction of forest products and resources and prevent involvement in the watershed degradation.

- Approved Budget for The Contract (ABC): Php 173,000.00

### 3.1. Labour and Materials to be supplied:

No	PARTICULAR /DESCRIPTION	UNIT OF MEASURE	No/Pcs	Amount
Labor				
1	2 Days Training on Improved Native Chicken Livelihood Project Indigenous Peoples the target beneficiaries at the hotspot Barangays of the Watershed Reservation	Training module Participants	1 50	Lot 48,000.00
2	Training Materials including brochure for the cultural management of improve chicken	Training Materials & Brochure	50	
3	Number of Facilitators and Guest	Facilitators & guest	10	
4	Meals and Snacks	Meals & Snacks	2 meals 4 snacks	
5	Resource Speaker	Resource Speaker	2 speakers	
6	Venue and Sounds	Venue	1	

No	PARTICULAR /DESCRIPTION	UNIT OF MEASURE	No/Pcs	Amount
Materials Capital Outlay				
1	Target Individual	Beneficiaries	50	Lot 125,000.00
2	Target individual: 1 pair of chicken (hen and roaster per individual) and 1 sack of feeds	Beneficiaries	50	
3	Unit cost of pair of Chicken 700.00	Pairs	50	
4	Unit cost of a sacks of feeds per 50 kls/sacks	Sacks	50	

### **3.2 Preparation of training materials**

For the smooth implementation of the training the service provider shall prepare first all the training materials necessary to attain maximum understanding and transfer of skills and knowledge to the training participants/beneficiaries. These training materials shall be distributed to the participants during the training proper. These training materials include:

- a. Training manual or lectures notes presenting easy to understanding instructions on how things should be undertaken/. All topics lectures training materials shall be reviewed by the watershed personnel concerned. The training manual should be written in English or Tagalog or any understandable medium of communication.
- b. Audio visual illustrating important processes and result that need to be demonstrated. The use of actual pictures, schematic diagram, charts and drawings relevant to the subject matter shall be encouraged.
- c. Pre training diagnostic evaluation instrument to determine the basic understanding of the participants on the subject matter as well as know the necessary information or statistics characterizing the understanding level of the participants.
- d. Post evaluation instrument to asses whether the participants learned substantially from the training and ascertain their weaknesses and strength relatively to the subject matter.
- e. Training needs assessment of the problem and issues.

### **3.3. Distribution of Invitations to Training Participants**

The contractor shall also prepare training invitations and distribute same to prospective participants. The names of prospective participants shall be sourced from the Watershed Area Team or from the office of the Indigenous Peoples Mandatory Representative (IPMR) for effective transfer of knowledge and skills the number of participants should be limited of 50 participants only.

### **3.4. Conduct and Management of Training Session**

The contractor shall be responsible in implementing and managing the training session. They shall ensure availability of all training materials to be used in the training including the training hall, sound system and black board, Overhead and or LCD projector, projector screen writing materials, materials necessary for actual demonstration and hands on exercises. They shall organize training management Team effectively implements and manage the training creating a learning environment that beneficial to the participants



The contractor shall adopt a training methodology that is effective in imparting skills and knowledge to the participants using participatory learning processes and approaches composed of 80% lectures and 20% hands -on exercise demonstrations/laboratories.

It is envisioned that after the training the participants would be able to demonstrate their learning from the training.

The following task and reports shall be conducted and prepared during the training proper.:

1. Diagnostic evaluation of the participants using the instruments that are prepared for the purpose. The information shall be presented to the participants for their appreciations. A report analysing this information shall be prepared and distributed to the participants. Likewise, a copy of this report shall be included to the training documents that would be submitted to Watershed Area Team for billing purposes.
2. Assessment of problems and issues encountered by the participants relative to what the training course would like to achieve. These problems and issues shall be assessed through the active participation of the participants.
3. Training needs assessment to determine additional information on what are the future training courses that would be conducted subject availability of additional funding. A report on this shall also be submitted to the Watershed Area Team and form part of the training completion report.
4. Papers presented including training manuals, Presentation materials, demonstration instructions laboratory exercise if used in the training.
5. Post evaluation of the participants to determine which of the topics discussed eventually address resulting high learning on the participants.

#### Preparation and Submission of Training Reports

1. Background of the training
2. Objectives
3. The contractor and training Contract Cost
4. The Names of Resource Person and Training Management Team
5. Name and Address of the Participants
6. Result of the training diagnostic test including analysis and insights generated from the data and information
7. Problem and issues
8. Training needs
9. Lecture presented and discussed
10. Training manual presented including demonstration instruction and laboratory exercise
11. Prints, charts, diagram or pictures used any presentations learning curves of the participants
12. Evaluation of the training subject matter including the change(s) in the learning curves of the participants
13. Recommendations

#### **4.0 Delivery Period / Duration of the Training Contract**

The contract shall be in thirty (30) days upon receipt of the Notice to Proceed to submission of the Training Completion Report in case where change of schedule is required thus affecting the contract duration, the contractor with the concerned staff of the Watershed Team shall agree on any changes in the schedule. All request for modification shall be put in writing by contractor submitted to the Watershed Area team for approval. Delays in the completion of the contract resulting to such mutually agreed changes should not be as part of the approved contract duration.

#### **5.0 Place of Conduct of Training**

The Training session shall be conducted in any of the available facilities of the NPC or LGU's within the watershed subject to budgetary constraints. It is suggested that the training venue as much as possible should be located in the neareast barangays or poblacion as well as on the watershed site.

#### **6.0 Monitoring and Evaluation**

The contractor shall be accompanied by assigned Watershed Area Team personnel who will monitor the progress of the activity.

#### **7.0 Provision for Meals and Snacks**

The Contractor shall provide adequate meals and snacks to the participants:

- 7.1. Meals shall consists of ample amount of rice and two viand courses.
- 7.2. Snacks shall be pair of Juice/soft drinks and sandwiches and/or merienda foods.
- 7.3. Coffee and cold water shall be available throughout the training period
- 7.4. utensils shall be properly provided by the contractor.

#### **8.0 Public Awareness**

- 8.1. The contractor shall post /place an advertisement through invitations/streamers in the area where project be implemented/conducted which shall inform the populace of such activity.
- 8.2. The invitation and streamers shall posted/placed seven (7) days prior to the project implementation.
- 8.3. The content/message of the envitation and streamers shall be reviewed axnd approved by the Watershed Area Team.

### 9.0 Mode of Payment

Fund of the project shall be based on the approved budget of the Watershed. The breakdown of payment will be follows;

No of Billings	Perscent of the Total Cost	Conditions
1 <sup>st</sup> Progress Billing	80%	<ul style="list-style-type: none"><li>• Upon Receipt of Notice to Proceed</li><li>• Develop training module program and designed</li><li>• Training need assessment</li><li>• Notice of Billing received by NPC</li><li>• After the conduct of the training with proof of completion.</li><li>• Supplies of 50 pairs of improve Native Chicken (hen and Roaster)</li><li>• Provide formulation of feeds for chickens/feeds from agricultural supply</li></ul>
2 <sup>nd</sup> final progress billing	20%	<ul style="list-style-type: none"><li>• Certificate of acceptance of work completion.</li><li>• Final report supported with photo documentation and other pertinent documents</li><li>• Clearance</li><li>• Actual training</li><li>• Notice of Billing received by NPC</li></ul>



## 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]*