



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

April 18, 2022

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-EMA22-003** Ref. No. SVP220428 - PH 00103 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 28 April 2022.**

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: : Please refer to the attached ADDITIONAL 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, **Mr. Joslo Riel S. Medina** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at [jrsmedina.npc@gmail.com](mailto:jrsmedina.npc@gmail.com) or [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

Very truly yours,

  
**ATTY. ROGEL T. TEVES**  
Chairman, Bids and Awards Committee

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4/18/22 4:50



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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: PRNO.HO-EMA22-003/REF NO. SVP 220428 - RM 00103

**For the SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE / CLINIC / LABORATORY EQUIPMENT**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION – ANALYTICAL BALANCE	1	LOT	20,000.00
2	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS – VISIBLE SPECTROPHOTOMETER	1	LOT	39,000.00
3	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS - AUTOCLAVE	1	LOT	20,000.00
4	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS – PH METER	1	LOT	30,000.00
5	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS – INDUCTIVELY COUPLED PLASMA OPTICAL EMISSION SPECTROPHOTOMETER (ICP-OES)	1	LOT	90,000.00
6	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS – DISTILLING APPARATUS	1	LOT	30,000.00
7	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS – LABORATORY FUMEHOOD	1	LOT	30,000.00
8	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION OF NOISE METER CALIBRATOR, EXTECH – SN H156684	1	LOT	20,000.00
9	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, MAINTENANCE OF NOISE METER CALIBRATOR, EXTECH – SN 2307632	1	LOT	20,000.00
TOTAL AMOUNT				299,000.00

Notes:

- See attached sheet for the complete scope of work and specifications
- Mode of Award is Per Item Award

**APPROVED BUDGET FOR THE CONTRACT: PHP 299,000.00**

**2. Delivery Period**

Delivery Period shall not be later than **Twenty (20) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **EMD-AS Laboratory, NPC-MRMD Bldg., Brgy. Buli, Muntinlupa.**

**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. 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.

**TERMS OF REFERENCE FOR PR No. HO-EMA22-003  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF  
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS –  
ANALYTICAL BALANCE**

**SCOPE OF WORK/SERVICES:**

**1) Calibration**

- On-site calibration of unit from 0 to 250 g using Class F1 test weights or higher
- Laboratory calibration of set of test weights 1g, 2g, 5g, 10g, 20g, 50g, 100g, and 200 g to be calibrated at the calibrating laboratory using Class E2 test weight or higher

**2) Preventive Maintenance and Services** - includes visual inspection of the unit and overall check-up.

**3) Replacement of Parts and Expendables** – All other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.

**4) Acceptance** – upon completion of service, the supplier will issue Service Report and Calibration Certificate and Sticker for both the analytical balance and the test weights.

**TERMS OF REFERENCE FOR PR No. HO-EMA22-003  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF  
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS –  
VISIBLE SPECTROPHOTOMETER**

**SCOPE OF WORK/SERVICES:**

**1) Calibration**

- Calibration of three (3) units/lots of spectrophotometer from 400 nm to 900 nm including absorbance check, linearity check, and wavelength function check

**2) Preventive Maintenance and Services** - includes visual inspection of the unit and overall check-up.

**3) Replacement of Parts and Expendables** – all other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.

**4) Acceptance** – upon completion of service, the supplier will issue Service Report and Calibration Certificate and Sticker for each of the three units of visible spectrophotometer.

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**TERMS OF REFERENCE FOR PR No. HO-EMA22-003  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF  
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS –  
AUTOCLAVE**

**SCOPE OF WORK/SERVICES:**

- 1) Preventive Maintenance and Calibration Services** – includes general check-up, conduct of standard preventive maintenance, and calibration including temperature mapping and validation using online data logger.
- 2) Replacement of Parts and Expendables** – all other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.
- 3) Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker.

**TERMS OF REFERENCE FOR PR No. HO-EMA22-003  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF  
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS –  
pH METER**

**SCOPE OF WORK/SERVICES:**

**1) Calibration**

- Three point calibration of two (2) units of pH meter at pH 4.0, 7.0, and 10.0
- Two or three point calibration of the conductivity meters attached to the two units of pH meter.

**2) Preventive Maintenance and Services** - includes visual inspection of the unit and overall check-up.

**3) Replacement of Parts and Expendables** – all other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.

**4) Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker, and Preventive Maintenance Certificate and Sticker for each of the two units of pH meter.



**TERMS OF REFERENCE FOR PR No. HO-EMA22- 003**  
**SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF**  
**OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS –**  
**INDUCTIVELY COUPLED PLASMA-OPTICAL EMISSION SPECTROPHOTOMETER**  
**(ICP-OES)**

**SCOPE OF WORK/SERVICES:**

- 1) Preventive Maintenance Services –includes the following:**
  - a) Visual inspection of the unit
  - b) General cleaning
  - c) Electronic and electrical (current and voltage values verification)
  - d) Mechanical checks
  - e) Gas system checks
  - f) Sample Introduction system checks
  - g) Cooling system check
  
- 2) Calibration - verification of sample analyses and standard check, the supplier will use their own standards with Certificate of Traceability.**
  
- 3) Replacement of Parts and Expendables – supply and installation of water and gas tubing set, EMT center tube, and DC feed-through capacitor should be included. All other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.**
  
- 4) Acceptance – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker, and Preventive Maintenance Certificate and Sticker.**

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**TERMS OF REFERENCE FOR PR No. HO-EMA22-003  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF  
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS –  
DISTILLING APPARATUS**

**SCOPE OF WORK/SERVICES:**

- 1) **Preventive Maintenance Services** – includes on-site visual inspection and overall check-up of the unit.
- 2) **Replacement of Parts and Expendables** – all other needed parts and expendables required to accomplish the service job (PMS) are to the account of the supplier.
- 3) **Acceptance** – upon completion of service, the supplier will issue Service Report, and Preventive Maintenance Certificate and Sticker for the whole unit.

**TERMS OF REFERENCE FOR PR No. HO-EMA22- 003**  
**SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF**  
**OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS –**  
**LABORATORY FUMEHOOD**

**SCOPE OF WORK/SERVICES:**

- 1) Preventive Maintenance Services** – includes on-site visual inspection and overall check up of the two units.
  
- 2) Calibration** - includes the following parameters using the supplier's own standards/instrument with Certificate of Traceability/Accreditation:
  - a). Face Velocity Test
  - b). Smoke Visualization Test
  - c). Local Visualization Challenge
  - d). Large Volume Visualization Challenge
  - e). Noise Level Test
  - f). Light Intensity Test
  - e) Activated Carbon Filter Saturation Test (for ductless fumehood)
  
- 3) Replacement of Parts and Expendables** – all needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.
  
- 4) Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker, and Preventive Maintenance Certificate and Sticker for each of the two units.

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**TERMS OF REFERENCE FOR PR No. HO-EMA22-003**  
**SUPPLY OF LABOR AND SERVICES FOR THE CALIBRATION OF NOISE LEVEL**  
**METER CALIBRATORS, EXTECH SN H156 684 & SN Z307 632**

Unit 1: EXTECH SN H156 684      (OMA)  
Unit 2: EXTECH SN Z307 632      (Non-OMA)

**Scope of Services:**

- 1 The Supplier shall perform all tests required to ensure conformance of the equipment to the requirements of the parameter standards.
- 2 The equipment shall be subjected to the manufacturer's standard calibration tests.
- 3 NPC and/or its duly authorized representatives shall be entitled to attend and witness all applicable tests / calibration procedures
- 4 Supplier shall be responsible for inspecting and cleaning of the Sound Level Meter Calibrator
- 5 Acceptance certificate shall be issued only after all the required tests are satisfactorily conducted and results are within the parameter requirements.
  - a. Sound Level Meter Calibrator: calibrated at 94 dB and 114 dB
- 6 NPC shall receive a copy of the Calibration Report (with traceability) and Calibration Certificate

Unit 1: EXTECH SN H156 684      (OMA)  
Unit 2: EXTECH SN Z307 632      (Non-OMA)

*Handwritten mark*

**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-EMA22-003**. 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				
9				
<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.*

## 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]*