



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

April 27, 2023

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-EMA23-006** Ref. No. SVP230525 - RG00136 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 25 May 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: : Please refer to the attached ADDITIONAL TOR

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).

For further inquiries, please contact the BAC Secretariat, **Mr. Renz Gabriel L. Cruz** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at renzacruz.napocor@gmail.com

Very truly yours,


RENE B. BARRUELA
Chairman, Bids and Awards Committee





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-EMA23-006 / REF NO. QVP230525 - RG 00136

**FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF
MOTORIZED VEHICLES**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF MOTOR VEHICLES (Please see attached technical specification)	1	LOT	69,000.00
TOTAL				69,000.00

Notes:

- **The Service Provider must identify during Bid Submission which Department of Trade and Industry (DTI) accredited Service Provider/Service Center will be engaged to provide for the vehicle maintenance and services and spare parts.**
- **Minimum of three (3) years of vehicle workshop existence.**
- **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**

APPROVED BUDGET FOR THE CONTRACT: PHP 69,000.00

2. Delivery Period

Delivery Period shall not be later than **Fifteen (15) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **NPC Head Office - EMAD, Diliman, Quezon City.**

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.

LSD

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.

LSD

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.

-----remaining spaces are intentionally left blank-----

**TERMS OF REFERENCE FOR PR No. HO-EMA23-006
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF MOTORIZED
VEHICLES**

SCOPE OF WORK/SERVICES

1) Preventive Maintenance Services, not exceeding the amount of twelve thousand (14,000) pesos, includes the following:

- a) Engine oil change
- b) Oil filter change
- c) Engine tune-up
- d) Transmission fluids inspection and change
- e) Oil pressure inspection
- f) Cooling and heating systems check
- g) Electronic / Electric components inspection
- h) Mounts, drive shafts, belts, CV joints, and hoses inspection
- i) Steering check
- j) Auxiliary vehicle systems check
- k) Lights check
- l) Glass and mirror inspection
- m) Brake check
- n) Tires and wheels check
- o) Undercarriage and frame check
- p) Suspension system inspection
- q) Seat belts check

2) Replacement of Parts and Expendables – Supply and installation of the following components should be included:

- a. 1 pc of Battery – 1 SN (8,700 pesos)
- b. 1 pc of Engine Oil – 5 Liter Gasoline (6,000 pesos)
- c. Wiper – 2 pcs for Front Wiper: L56CMR42 (1000 pesos)
1 pc for Rear: 30 CM (500 pesos)
- d. 1 pc of Oil Filter – C-111 (700 pesos)
- e. 1 pc of Fuel Filter – 23300-BZ01 (2,500 pesos)
- f. 1 pc of Air Filter – 17801-OY040 (600 pesos)
- g. 4 pcs of Tires – 215/65 R16 (35,000 pesos)

All other needed parts and expendables required to accomplish the service job (PMS/Calibration) are to the account of the customer.

- 3) **Delivery and Pick-up** – The delivery and pick-up of vehicle from delivery point to winning bidder shop (vice versa) is to the account of end-user.
- 4) **Warranty** – All components that will be supplied should have the following warranty period:
 - a. Battery – at least 15 months warranty
 - b. Engine Oil – at least 6 months / 10,000 kms mileage warranty
 - c. Wipers – at least 3 months warranty
 - d. Oil filter – at least 12 months warranty
 - e. Fuel filter – at least 12 months warranty
 - f. Air Filter – at least 12 months warranty
 - g. Tires – at least 12 months warranty
- 5) **Validity** – the agreement shall remain in full force and effect for a period of one (1) year.
- 6) **Acceptance** – upon completion of service, the supplier will issue Service Report and Preventive Maintenance Certificate and Sticker.

Prepared by:


CHARLES LOUIS DE FRANCIA
Chemist II

Noted by:


LUCILA D. FUENTES APR 26
Manager, EMAD

**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-EMA23-006. 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)
TOTAL BID PRICE				

TERMS OF REFERENCE (c/o RGC)

Small Value Procurement 53.9 / PR NO: HO-EMA23-006 / SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR AND MAINTENANCE OF MOTORIZED VEHICLES

Payment Terms : 30 Calendar Days
Delivery Period : 15 Calendar Days
Price Validity : 120 Calendar Days
Delivery Point : NPC Head Office - EMAD, Diliman, Quezon City
Warranty : Item a – at least 15 months
Item b – at least 6 months/10,000 mileage warranty
Item c – at least 3 months
Item d – at least 12 months
Item e – at least 12 months
Item f – at least 12 months
Item g – at least 12 months

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.