



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

May 31, 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-EMA24-013** Ref. No. SYR 240610 - 23,003.02 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 10 June 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:

- 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:

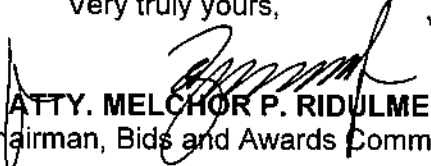
- Omnibus Sworn Statement (use attached Form) (For Total ABC of AbovePhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at kadbernabe.npc@gmail.com or bcسد@napocor.gov.ph

Very truly yours,

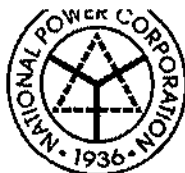

ATTY. MELCHOR P. RIDULME
Chairman, Bids and Awards Committee



NATIONAL POWER CORPORATION
Gabriel Y. Itchon Building
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)
corner Quezon Avenue, Diliman, Quezon City 1100, Philippines
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468



Website: www.napocor.gov.ph



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-EMA24-013/REF NO. SV240610 - KB00302

For the SUPPLY OF LABOR AND MATERIALS FOR REPAIR & MAINTENANCE OF VARIOUS LABORATORY EQUIPMENT

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF LABORATORY EQUIPMENT Calibration – Analytical Balance	1	LOT	20,000.00
2	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT Calibration & PMS – Visible Spectrophotometer	1	LOT	60,000.00
3	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF LABORATORY EQUIPMENT Calibration – UV-Visible Spectrophotometer	1	LOT	20,000.00
4	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF LABORATORY EQUIPMENT Calibration, Repair & Maintenance & Supply of Spare Parts of Water Quality Analyzer	1	LOT	220,000.00
5	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT Calibration & PMS – Autoclave	1	LOT	20,000.00
6	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT Calibration & PMS – Lab Refrigerator	1	LOT	20,000.00
7	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF LABORATORY EQUIPMENT Calibration – pH Meter	1	LOT	15,000.00
8	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF OFFICE/CLINIC/LABORATORY EQUIPMENT Calibration & PMS – Fumehood	1	LOT	40,000.00
TOTAL AMOUNT				415,000.00
Notes: <ul style="list-style-type: none">• Please see attached End User's Term of Reference and Scope of Works.• Mode of Award: Per Item Basis• Warranty: Shall be at least Three (3) Months on services for Item/s 1-3 & 5-8 and Three (3) months on parts and services for Item No. 4				

APPROVED BUDGET FOR THE CONTRACT: PHP 415,000.00

2. Contract Period

Contract Period shall not be later than **Thirty (30) Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
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 one (1) unit of Analytical Balance 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.

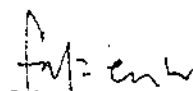
4) Warranty – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.

5) 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.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
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 of visible 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.

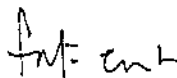
4) Warranty – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.

5) 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.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:



LUCILA D. FUENTES
Manager, EMAD

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION, AND PMS -
UV-VISIBLE SPECTROPHOTOMETER**

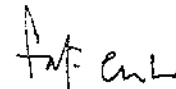
SCOPE OF WORK/SERVICES:

- 1) **Preventive Maintenance Services** – includes on-site visual inspection, performance check of the system, and overall check up of one (1) unit of UV-Visible Spectrophotometer.
- 2) **Calibration** - calibration from 190 to 1100 nm of one (1) unit of UV-Visible Spectrophotometer using the supplier's own standards with Certificate of Traceability which include but not limited to the following:
 - a. Baseline Flatness Test
 - b. Wavelength Reproducibility Test
 - c. Wavelength Accuracy Test
- 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) **Warranty** – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.
- 5) **Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker, and Preventive Maintenance Certificate and Sticker for the unit.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

MULTI-PARAMETER WATER QUALITY CHECKER, HORIBA U-52

- Supply of labor, consumable supplies, equipment/tools and expertise for the maintenance (repair/replacement of parts) and calibration of Multi-Parameter Water Quality Checker (HORIBA, U-52)

Scope of Works/Service**A. Repair/Replacement of worn-out parts and supply of parts and consumables (specifically for Water Quality Checker, HORIBA, U-52 Model or equivalent)**

Description	Quantity
a. Turbidity Cell/sensor	1 pc
b. Reference Electrode Tip	1 pc
c. pH 9 Standard Solution Powder, (± 0.05 pH accuracy), 10 bags/pack	1 pack
d. pH 7 Standard Solution Powder, (± 0.05 pH accuracy), 10 bags/pack	1 pack
e. pH 4 Standard Solution Powder, (± 0.05 pH accuracy), 10 bags/pack	1 pack
f. ORP Standard Powder, 160-22, 258mV, 10 bags/pack	1 pack
g. Turbidity 100 NTU calibration standard, 500 ml	1 bottle
h. Internal Solution (for DO)	1 bottle
i. Reference Electrode Internal Solution: 300, 250 ml	1 bottle

Note: All replaced parts and excess/unused standards/consumables should be returned to NPC.


B. Maintenance/calibration of HORIBA U-52

- Supply of labor/equipment for Preventive Maintenance of 1 unit HORIBA U-52.
 - Perform all tests required to ensure conformance of the HORIBA U-52 to the requirement standards.
 - The equipment shall be subjected to the manufacturer's standard calibration tests.
 - Conduct of training for the operation, maintenance and storage/handling of HORIBA U-52 for EMD personnel (with Training Certificate)
 - Provide Maintenance Report.
 - Provide copy of the Calibration Report (with traceability), Calibration Certificate and Calibration Sticker.
 - Warranty Certificate of at least 3 months for the ^{parts and} services. *part.*
- All activities (repair, maintenance, calibration and training) shall be conducted at National Power Corporation, Gabriel Y. Itchon Building, Sen. Miriam P. Defensor-Santiago Avenue (formerly BIR Road) corner Quezon Avenue, Diliman, Quezon City

Prepared by:


ANGELICA J. TACATA
 Principal Engineer A

Noted by:


LUCILA D. FUENTES
 Manager, EMAD

TERMS OF REFERENCE FOR PR No. HO-EMA24-013
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 of one (1) unit of Autoclave.
- 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) **Warranty** – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.
- 4) **Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF
OFFICE/CLINIC/LABORATORY EQUIPMENT, CALIBRATION AND PMS –
LABORATORY REFRIGERATOR**

SCOPE OF WORK/SERVICES:

- 1) On-site Calibration and Preventive Maintenance Service of one (1) unit of Laboratory Refrigerator which includes the following:**
 - a) Preventive Maintenance Visit
 - b) Cleaning and testing of electrical system
 - Main power switch, starting delay, power delay, compressor, overload delay, condenser fan motor, and defrost delay
 - c) Refrigeration cycle
 - Cleaning of condenser, checking of gas leakage, cleaning of condenser filter, and checking of vibration and contact tubing
 - d) Testing of alarm system
 - Alarm test key, filter alarm key, and buzzer key
 - e) Drainage
 - Cleaning of drain pan, checking of drain hose, floor exterior, cleaning of exterior unit, checking of inner door, and checking of door and door gasket
 - f) Temperature checking and calibration

- 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) Validity** – the agreement shall remain in full force and effect for a period of one (1) year.

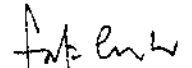
- 4) Warranty** – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.

- 5) Acceptance** – upon completion of service, the supplier will issue Service Report, Calibration Certificate and Sticker, and Preventive Maintenance Certificate and Sticker for the unit.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
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 one (1) unit 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.

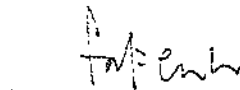
4) Warranty – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.

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

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

**TERMS OF REFERENCE FOR PR No. HO-EMA24-013
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 conduct of the following parameters on the two (2) units of fumehood 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) **Warranty** – upon completion of service, the supplier will issue a warranty certificate of at least three months for the service.
- 5) **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.

Prepared by:


JOSE AMIR A. DIONES
Principal Chemist A

Noted by:


LUCILA D. FUENTES
Manager, EMAD

3. Delivery Point

Items shall be delivered at **EMD-Analytical Services Laboratory Located at MRMD Bldg., Brgy. BULI , MUNTINLUPA 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.

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 shall be at least Three (3) Months on services for Item/s 1-3 & 5-8 and Three (3) months on parts and services for Item No. 4

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
(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-EMA24-013**. 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				

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.