



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

**03 March 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-IST23-002** Ref. No. **SVP230228 – RF (SVP2)** 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 15 MARCH 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;

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: **One (1) year.**

In case of a failed bidding, a re-bidding may be conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, **Ms. Rochelle S. Fajardo** at telephone no. **921-3541/** local no. **5564** / Fax No. **922-1622** with e-mail address at **rochelle.npc@gmail.com.**

Very truly yours,

  
**RENE B. BARRUELA**

Vice President, CAG and 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:** HO-IST23-002      Ref. No. SVP230228 – RF (SVP2)

**One (1) Year Contract Subscription Renewal of License and Partner Support for the Existing SPUG-IPPABX System**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Computer Software License and DENR Permits / Clearance SPUG IP-PABX	1 LOT	740,000.00
<b>APPROVED BUDGET FOR THE CONTRACT:</b>			<b><u>740,000.00</u></b>

**Notes:**

- Please see attached **End User's Terms of Reference**.
- Please refer to End-User's Terms of Reference for **QUALIFICATION REQUIREMENTS**
- **The technical specifications form must be supported by any of the following:**  
Manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, brochure/s, sample/s and independent test data. **Failure to attach here the required document/s shall automatically disqualify the participating VENDOR.**
- **Warranty** shall be at least one (1) year.

2. **Delivery Period**

Delivery Period shall not be later than 30 CALENDAR DAYS upon receipt of the Purchase Order / Notice to Proceed.

3. **Delivery Point**

Items shall be delivered at NAPOCOR, SPUG Data Center, 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.

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

**See attached End User's Terms of Reference.**

**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 intentionally left blank--**

**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-IST23-002 (SVP2)** 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</b>				

**Payment Terms** : 30 Calendar Days  
**Delivery Period** : 30 Calendar Days  
**Price Validity** : 120 Calendar Days  
**Delivery Point** : NAPOCOR, SPUG Data Center, Quezon City  
**Warranty** : One (1) Year

\_\_\_\_\_  
 Name and Signature of Authorized Representative  
 Date \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Details \_\_\_\_\_  
 E-mail address \_\_\_\_\_

**Notes:**  
 -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.  
 -In using this form for this bidding, indicate the PR number to avoid confusion



NATIONAL POWER CORPORATION

## TERMS OF REFERENCE

P.R. NO. HO-IST23-002

### ONE (1) YEAR CONTRACT SUBSCRIPTION RENEWAL OF LICENSE AND PARTNER SUPPORT FOR THE EXISTING SPUG-IPPABX SYSTEM

#### 1. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **Seven Hundred Forty Thousand Pesos (Php 740,000.00)** inclusive of VAT and all applicable government taxes.

#### 2. PLACE AND DATE OF DELIVERY

The winning VENDOR shall supply and deliver the deliverables at **NAPOCOR, SPUG Data Center, Quezon City.** Thirty (30) calendar days from receipt of the Notice to Proceed (NTP).

#### 3. PROJECT PURPOSE

The project is to avail of a one (1) year contract subscription renewal of license and partner support for the existing SPUG-IPPABX system for the CY 2023.

#### 4. QUALIFICATION REQUIREMENTS

- 4.1. The VENDOR must have completed, a single contract that is similar to this project, equivalent to at least fifty percent (50%) of the ABC, and shall have at least five (5) years of experience undertaking a similar contract. For this purpose, similar contracts shall refer to the supply, delivery, installation, configuration, testing, and commissioning of the IPPABX unified communication system.
- 4.2. The VENDOR refers to the VENDOR/ provider of the IPPABX Unified Communication System in connection specified in the Terms of Reference.
- 4.3. Other documentary requirements to be submitted by VENDOR:
  - 4.2.1 Certification from the Manufacturer's main/regional office stating that the VENDOR is an Authorized Business Partner of the brand being offered.
  - 4.2.2 Certificate of Warranty and After Sales Support for the supply, delivery, installation, configuration, testing, and commissioning of the IPPABX unified communication system.

- 4.2.3 Brochures, Technical Datasheet, or equivalent document for the proposed equipment showing compliance with the required minimum Technical Specifications.
- 4.2.4 The time frame from the issuance of Notice to the Proceed up to the final acceptance of the project must not exceed thirty (30) calendar days.
- 4.2.5 All software, materials, and equipment must be delivered within thirty (30) calendar days after the Notice to Proceed (NTP).

## 5. FEATURES

The IPPABX unified communication system must be compatible and equipped with functionalities that can seamlessly integrate with the dialing plan and call policies, including software and hardware compatibility of the existing IPPABX unified communication system.

## 6. SCOPE OF WORK

The scope of work shall include but are not limited to the following:

- 3.1 Provision of one (1) year license for Enterprise Business Edition Software, of Mitel IPPABX Windows 2019 Server platform.
- 3.2 The Software provided must have access to published software, patches, fixes, updates, major, upgrades, and documentation that is then provided to the customer.
- 3.3 Configuration, and test all system functionalities of voice switches, IP phones, and Mitel Connect applications registered on the Mitel Connect Director.
- 3.3 The Partner Support program shall include hardware replacements that cover Voice Switches and Service Appliances.  
Note: The existing IP phones are excluded from the hardware replacement.
- 3.4 Remote/On-site Support 8 am to 5 pm, and Next Business Day (NBD) response window during the subscription period.
- 3.5 A three (3) man-days technical and hands-on laboratory training shall be provided, conducted in a classroom environment on the IPPBX basic functionalities, and programming features.

The training shall be good for four (4) NAPOCOR personnel.

A training course outline shall be submitted by the VENDOR along with the bid.

## 7. TECHNICAL SPECIFICATIONS

ITEM	NPC REQUIREMENTS &/ SPECIFICATIONS	VENDOR'S COMPLIANCE
1.	<p>License</p> <p>Provision of one (1) year license for Enterprise Business Edition Software, of Mitel IPPABX Windows 2019 Server platform.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
2.	<p>Software</p> <p>The Software must have access to published software, patches, fixes, updates, major, upgrades, and documentation that is then provided to the customer.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
3.	<p>Configuration and Testing</p> <p>Configuration, and test all system functionalities of voice switches, IP phones, and Mitel Connect applications registered on the Mitel Connect Director.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
4.	<p>Partner Support</p> <p>The partner support program shall include hardware replacements that cover Voice Switches and Service Appliances.</p> <p>Note: The existing IP phones are excluded from the hardware replacement.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>



ITEM	NPC REQUIREMENTS &/ SPECIFICATIONS	VENDOR'S COMPLIANCE
5.	<p>Technical Support</p> <p>Remote/on-site support 8 am to 5 pm, and Next Business Day (NBD) response window during the subscription period.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
5.	<p>Training</p> <p>A three (3) man-days technical and hands-on laboratory training shall be provided, conducted in a classroom environment on the IPPBX basic functionalities, and programming features.</p> <p>The training shall be good for four (4) NAPOCOR personnel.</p> <p>A training course outline shall be submitted by the VENDOR along with the bid.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
8.	<p>Mode of Award</p> <p>The mode of the award shall be <u>Lot Award</u></p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>

**NOTE: THE TECHNICAL SPECIFICATIONS FORM MUST BE SUPPORTED BY ANY OF THE FOLLOWING:**

*Manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, **brochure/s**, sample/s, and independent test data. **Failure to attach here the required document/s shall automatically disqualify the participating VENDOR.***

**8. ACCEPTANCE PLAN**

A Certificate of Acceptance shall be issued by NPC-ITSD Representative only after the VENDOR has successfully uploaded/installed, configured, and tested the IPPABX License and Partner Support Agreement.

>>> END <<<

## 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]*