



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

06 JUNE 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR Nos. **HO-LAR22-010** Ref. No. **SVP220613-NA00211** 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 **09:30 A.M. of 13 JUNE 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:*

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

3. Other documents: Please refer to the attached Terms of Reference (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. Nathalie Claire R. Abarquez** at telephone no. **8921-3541**/ local no. **5611** / Fax No. **8922-1622** with e-mail address at **bcسد@napocor.gov.ph and nrabarquez.npc@gmail.com**.

Very truly yours,

**ATTY. ROGEL T. TEVES**

Vice President, Power Engineering Services and  
Chairman, Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
Tel. Nos. (632) 921-3541 to 80 • Fax No. (632) 921-2468  
Website: **www.napocor.gov.ph**



Management  
System  
ISO 9001:2015  
www.npc.com  
© 9126054205



2 6/6/22  
150

2



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-LAR22-010/ REF NO. *SVP220618-NA00811*

**For the Supply of Labor and Materials for the Repair and Maintenance of SRWAT Service Vehicles**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	<b>SCHEDULE 1: Supply of Labor and Materials for Mitsubishi Strada, 4 x 4, 2010 Model</b>	1 LOT	103,640.00
	<b>SCHEDULE 2: Supply of Labor and Materials for Mitsubishi Strada, 4 x 4, 2018 Model</b>	1 LOT	96,360.00
<b>TOTAL AMOUNT</b>			<b>200,000.00</b>

Refer to the detailed breakdown for each schedule:

**SCHEDULE 1: SUPPLY OF LABOR AND MATERIALS FOR MITSUBISHI STRADA, 4 X 4, 2010 MODEL**

- ENGINE – Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Replace Gear Oil, Flush Radiator & Replace Coolant, and Replace Timing Belt**

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
1	CABIN FILTER (7803A084)	1	PC	600.00
2	ENGINE COOLANT	15	PC	3,900.00
3	WIPER BLADE (8250A380)	2	PC	1,200.00
4	OIL FILTER	5	PC	3,000.00
5	ATF	5	LITER	1,250.00
6	BRAKE FLUID	6	LITER	2,100.00
7	OIL FAN GASKET	1	PC	550.00
8	RACK END PINION REPAIR	1	PC	7,500.00
9	AIR CONDITIONER REPAIR	1	LOT	10,000.00
10	BELT (POWER STEERING, ALTERNATOR, AC COMPRESSOR AND WATER PUMP)	2	PC	3,300.00
11	CHARGING FREON	1	LOT	1,200.00
12	LABOR	1	LOT	14,200.00
<b>TOTAL</b>				<b>48,800.00</b>

- UNDERCHASSIS AND OTHER MAJOR PARTS – Replace Worn-Out/Damaged Under Chassis Parts and Accessories to include Suspensions, Steering Parts & Assemblies, Bearings, Supports and Insulation**

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
1	BATTERY 3SMF (125DL31L)	1	PC	7,000.00
2	BRAKE LIGHT	5	PC	800.00
3	BALL JOINT UPPER (4010A099)	2	PC	2,500.00

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
4	BALL JOINT LOWER (4013A314)	2	PC	3,160.00
5	TIE ROD END (442A096)	2	PC	2,400.00
6	WHEEL ALIGNMENT	1	LOT	1,400.00
7	BRAKE PAD (LEFT AND RIGHT) (4605A284)	1	SET	1,800.00
8	BRAKE SHOE (INNER & OUTER) (4600A106)	1	SET	2,100.00
9	COOLANT TANK	1	PC	1,800.00
10	LABOR	1	LOT	4,660.00
<b>TOTAL</b>				<b>27,620.00</b>

**3. TRANSMISSION – Pull down Manual Transmission Assembly and Replace Defective/Worn-Out Parts**

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
1	CLUTCH DISC (2304A084)	1	PC	4,500.00
2	PRESSURE PLATE (MN171120)	1	PC	4,800.00
3	RELEASE BEARING (MN171419)	1	PC	1,200.00
4	PILOT BEARING (MN040024L)	1	PC	420.00
5	CLUTCH MASTER (MR980832)	1	PC	4,500.00
6	BABY MASTER (2345A053)	1	PC	3,100.00
7	LABOR	1	LOT	8,700.00
<b>TOTAL</b>				<b>27,220.00</b>

**SCHEDULE 2: SUPPLY OF LABOR AND MATERIALS FOR MITSUBISHI STRADA, 4 X 2, 2018 MODEL**

**1. ENGINE – Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Flush Radiator & Replace Coolant, Wiper Blade & AC Relay**

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
1	OIL FILTER (MD01204)	6	PC	2,340.00
2	AIR FILTER (1500A608)	1	PC	600.00
3	FUEL FILTER (1770A233)	1	PC	620.00
4	CABIN FILTER (7803A112)	1	PC	600.00
5	WIPER BLADE (L&R) (MR300209)	2	PC	1,200.00
6	RELAY (FOR AIR CONDITIONER)	1	PC	300.00
7	LABOR	1	LOT	1,500.00
<b>TOTAL</b>				<b>7,160.00</b>

**2. UNDERCHASSIS AND OTHER MAJOR PARTS – Replace Worn-Out/Damaged Under Chassis Parts and Accessories, Wheel Alignment, & Repainting (Bumper & Pinder)**

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
1	ROTOR DISC (L&R FRONT) (MN102276)	2	PC	4,200.00
2	BRAKE PAD (INNER & OUTER, L&R) (4605A198)	1	SET	2,800.00
3	BRAKE SHOE (UPPER & LOWER, L&R) (4600A106)	1	SET	2,100.00

ITEM	DESCRIPTION	QTY	UOM	ABC (PhP)
4	WHEEL ALIGNMENT	1	LOT	1,400.00
5	FLOOR GUARD PVC/NBR RUBBER	1	SET	4,500.00
6	BATTERY 3SMF (125D31L)	1	PC	7,000.00
7	REPAINTING OF FENDER (R) AND BUMPER (L)	1	LOT	6,000.00
8	MUD TIRE R 17 265/70	4	PC	48,000.00
9	SHOCK ABSORBER (LEFT AND RIGHT)	2	PC	7,000.00
10	CHARGING FREON	1	LOT	1,200.00
11	LABOR	1	LOT	5,000.00
<b>TOTAL</b>				<b>89,200.00</b>

**NOTE:**

1. **Mode of Award** is lot award considering the bid offer must not exceed the ABC per item.
2. **Warranty** for all items is at least three (3) months except for Battery 3SMF (125DL31L), which is at least twelve (12) months.

**APPROVED BUDGET FOR THE CONTRACT IS TABULATED BELOW:**

SCHEDULE	ABC (PhP)
1 - MITSUBISHI STRADA, 4 X 4, 2010 MODEL	103,640.00
2 - MITSUBISHI STRADA, 4 X 2, 2018 MODEL	96,360.00
<b>GRAND TOTAL</b>	<b>200,000.00</b>

**2. Delivery Period**

Delivery period shall be thirty (30) calendar days upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items and works shall be delivered and done at NPC – Head Office, Dilliman, 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 Bid (LCB).

#### **9. Detailed Evaluation and Comparison of Bids**

The LCB 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 LCB shall be subjected to post qualification evaluation.

The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

#### **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), unless specifically required in the scope of works.

#### **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 —————

**SUPPLIER'S BID QUOTATION  
 (NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No. **HO-LAR22-010**. I agree with the conditions of the TOR and offer the following supplies with specific description:

**SCHEDULE 1- SUPPLY OF LABOR AND MATERIALS FOR MITSUBISHI STRADA, 4 X 4, 2010 MODEL**

**1. ENGINE – Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Replace Gear Oil, Flush Radiator & Replace Coolant, and Replace Timing Belt**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (Php)	TOTAL PRICE (Php)
1	CABIN FILTER (7803A084)	1	PC		
2	ENGINE COOLANT	15	PC		
3	WIPE BLADE (8250A380)	2	PC		
4	OIL FILTER	5	PC		
5	ATF	5	PC		
6	BRAKE FLUID	6	PC		
7	OIL FAN GASKET	1	PC		
8	RACK END PINION REPAIR	1	PC		
9	AIR CONDITIONER REPAIR	1	LOT		
10	BELT (POWER STEERING, ALTERNATOR, AC COMPRESSOR AND WATER PUMP)	2	PC		
11	CHARGING FREON	1	LOT		
12	LABOR	1	LOT		
<b>TOTAL BID PRICE</b>					

**2. UNDERCHASSIS AND OTHER MAJOR PARTS – Replace Worn-Out/Damaged Under Chassis Parts and Accessories to include Suspensions, Steering Parts & Assemblies, Bearings, Supports and Insulation**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (Php)	TOTAL PRICE (Php)
1	BATTERY 3SMF (125DL31L)	1	PC		
2	BRAKE LIGHT	5	PC		

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (PhP)	TOTAL PRICE (PhP)
3	BALL JOINT UPPER (4010A099)	2	PC		
4	BALL JOINT LOWER (4013A314)	2	PC		
5	TIE ROD END (442A096)	2	PC		
6	WHEEL ALIGNMENT	1	LOT		
7	BRAKE PAD (LEFT AND RIGHT) (4605A284)	1	SET		
8	BRAKE SHOE (INNER & OUTER) (4600A106)	1	SET		
9	COOLANT TANK	1	PC		
10	LABOR	1	LOT		
TOTAL BID PRICE					

**3. TRANSMISSION – Pull down Manual Transmission Assembly and Replace Defective/Worn-Out Parts**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	CLUTCH DISC (2304A084)	1	PC		
2	PRESSURE PLATE (MN171120)	1	PC		
3	RELEASE BEARING (MN171419)	1	PC		
4	PILOT BEARING (MN040024L)	1	PC		
5	CLUTCH MASTER (MR980832)	1	PC		
6	BABY MASTER (2345A053)	1	PC		
7	LABOR	1	LOT		
TOTAL BID PRICE					



**SUPPLIER'S BID QUOTATION  
 (NP-SMALL VALUE PROCUREMENT 53.9)**

**SCHEDULE 2: SUPPLY OF LABOR AND MATERIALS FOR MITSUBISHI STRADA, 4 X 2,  
 2018 MODEL**

**1. ENGINE – Replacement of Worn-Out Parts, Cleaning/Flushing of Engine Oil, Clean Intake Manifold, Flush Radiator & Replace Coolant, Wiper Blade & AC Relay**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	OIL FILTER (MD01204)	16	PC		
2	AIR FILTER (1500A608)	1	PC		
3	FUEL FILTER (1770A233)	1	PC		
4	CABIN FILTER (7803A112)	1	PC		
5	WIPE BLADE (L&R) (MR300209)	2	PC		
6	RELAY (FOR AIR CONDITIONER)	1	PC		
7	LABOR	1	LOT		
TOTAL BID PRICE					

**2. UNDERCHASSIS AND OTHER MAJOR PARTS – Replace Worn-Out/Damaged Under Chassis Parts and Accessories, Wheel Alignment, & Repainting (Bumper & Pinder)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	ROTOR DISC (L&R FRONT) (MN102276)	2	PC		
2	BRAKE PAD (INNER & OUTER, L&R) (4605A198)	1	SET		
3	BRAKE SHOE (UPPER & LOWER, L&R) (4600A106)	1	SET		
4	WHEEL ALIGNMENT	1	LOT		
5	FLOOR GUARD PVC/NBR RUBBER	1	PC		
6	BATTERY 3SMF (125D31L)	1	PC		
7	REPAINTING OF FENDER (R) AND BUMPER (L)	1	LOT		
8	MUD TIRE R 17 265/70	4	PC		
9	SHOCK ABSORBER (LEFT AND RIGHT)	2	PC		
10	CHARGING FREON	1	LOT		
11	LABOR	1	LOT		
TOTAL BID PRICE					

**SUPPLIER'S BID QUOTATION  
 (NP-SMALL VALUE PROCUREMENT 53.9)**

**SUMMARY OF PROPOSAL**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY		UNIT PRICE (Php)	TOTAL PRICE (Php)
1	<b>SCHEDULE 1: Supply of Labor and Materials for Mitsubishi Strada, 4 x 4, 2010 Model</b>	1	LOT		
	<b>SCHEDULE 2: Supply of Labor and Materials for Mitsubishi Strada, 4 x 4, 2018 Model</b>	1	LOT		
<b>GRAND TOTAL</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]*