

NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT - 53.9)

January 06, 2025

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-PWA25-005 / REF NO. SVP241204-KL00574 (SVP2) and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 am of 20 January 2025.

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, Ms. Kristine L. Doronila at telephone no/s. 8-924-5397 with e-mail address at kclacatan@napocor.gov.ph.

Very truly yours,

LARRY I. SABELLINA

Vice President - Mindanao Generation Group and
Chairman, Bids and Awards Committee



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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: PR NO. HO-PWA25-005 / REF NO. SVP241204-KL00574 (SVP2)**

Supply of Labor and Materials for Capability Building Training and Livelihood Development (Agroforestry Farm and Organic Fertilizer Farm Production) inside the Pantabangan-Carranglan Watershed Forest Reserve (PCWFR)

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	Plan 12 – Capability Training / Livelihood Project other outside services	1	LOT	470,100.00
TOTAL AMOUNT				470,100.00

Note/s:

- a. **Please refer to the attached sheets for the complete technical specifications and scope of works.**
- b. **The warranty should be at least three (3) months on consumables materials.**

APPROVED BUDGET FOR THE CONTRACT: PHP 470,100.00

2. Delivery Period

Delivery Period shall not be later than **SEE ATTACHED END USER'S TERMS** upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **NPC-PCWAT, Digdigi, Carranglan, Nueva Ecija.**

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 award shall take effect immediately upon receipt of the PO / NTP by the supplier sent through email as evidenced by the email confirmation 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 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-PWA25-005**. I agree with the conditions of the TOR and offer the following supplies with specific description.

ITEM NO.	QTY	U/M	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1					
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.



**TERMS OF REFERENCE (TOR)
FOR THE SUPPLY OF LABOR AND MATERIALS CAPABILITY BUILDING
TRAINING AND LIVELIHOOD DEVELOPMENT (AGROFORESTRY FARM
AND ORGANIC FERTILIZER FARM PRODUCTION) INSIDE THE
PANTABANGAN-CARRANGLAN WATERSHED FOREST RESERVE
(PCWR)**

1.0 TITLE OF PROJECT

Livelihood Training and Project Development in NPC - Managed Watershed Areas inside Pantabangan-Carranglan Watershed Forest Reserve.

2.0 OBJECTIVES

This project has the following objectives:

- 2.1 To provide livelihood training and project for PCWR Community prioritizing volunteers on Protection and Fire Suppression in the NPC managed watershed areas by PCWAT;
- 2.2 To provide training on Agroforestry Farm and Organic Fertilizer Production Area Establishment encompassing propagation/production, product packaging, marketing and sales;
- 2.3 To provide training beneficiaries with propagules, farm inputs and tools for Agroforestry Farm and Organic Fertilizer Production Area Establishment;
- 2.4 To link beneficiaries to possible markets;
- 2.5 To be able to provide additional source of income to the PO members;

3.0 SCOPE OF WORK

The project has three major aspects namely: 1) Training on Agroforestry Farm and Organic Fertilizer Production Area Establishment; 2) Linking farmer beneficiaries to possible markets and 3) Monitoring of activities and progress of farmer beneficiaries. Throughout the implementation of the project, the activities are the following:

- 3.1 Levelling off meeting – the implementing party shall discuss with PCWAT the design, materials, beneficiary development and assessment and other activities related to the livelihood project. PCWAT shall approve the design, material, and other livelihood related documents/ activities.
- 3.2 Coordinate with concerned Local Government Units (LGUs), GAs and local communities prior to the implementation of "Community Development Project" and conduct levelling off meeting with the beneficiaries;

3.3 Implementation of the livelihood project – the livelihood project shall be composed of pre-training assessment, training, proper provision of farming materials for establishment of the Agroforestry farm and organic fertilizer production area, post training assessment, progress monitoring and assistance, and farm to market linkaging.

The Contractor shall facilitate the conduct of training, provide the venue and lecture materials to the project farmer beneficiaries prioritizing the volunteers of protection and fire suppression. The said participants shall constitute all the barangays covered by POWFR.

3.4 Submit a final report to NPC-POWAT, detailing the activities undertaken during the implementation of the project, including photo (geotagged) documentation organized and properly captioned, attendance sheets, and other related documents.

4.0 TARGET BENEFICIARIES

The beneficiaries are five (5) members of the fire suppression team/volunteer from each barangay inside POWFR.

5.0 REPORT WRITING

The contents of the report shall be the following:

- 4.1 Rationale of the Program
- 4.2 Purpose and objectives
- 4.3 Program Management
- 4.4 Project Implementation Strategies
- 4.5 Program Expected Outputs and Accomplishment
- 4.6 Budget Schedule
- 4.7 Project Information
- 4.8 Project Attachment
 - 4.8.1 Training Module
 - 4.8.2 Training attendance
 - 4.8.3 Audited Financial Report
 - 4.8.4 Pictures/ photo documentation
 - 4.8.5 Conclusion and Recommendation

6.0 STANDARD OF SERVICES

The Project Team shall be required to perform its services with the degree of skill and judgment normally exercised by respected institutions performing services of similar nature. It shall exercise all reasonable skill, care, and diligence in the discharge of its duties, agreed to be performed consistent with the best interests of NPC. To attain these ends, the team shall provide personnel with adequate qualifications and experience and number as may be required to fulfill its scope of work.

7.0 DELIVERABLES

The Project Team shall be required to submit to NPC-PCWAT the following reports:

7.1 Project Proposal

A project proposal shall be submitted to NPC, which contain, Project Development Plan, methodology, timetable and costs of the project. Said plan must have been approved by both parties.

7.2 Inception Report

The report shall contain detailed work plan to be undertaken for the project, including schedules and resource requirements. This shall be submitted immediately after the kick-off conference between parties or within two (2) weeks after the issuance of the Notice to Proceed (NTP) and before the start of the activities.

7.3 Progress Report and Terminal Report

Progress report shall contain the details of activities conducted for each progress period. The progress report shall be submitted every progress billing as attachment for the release of funds.

The final report shall be submitted in three (3) copies within two weeks after the presentation.

8.0 TIME FRAME


The award will immediately be effective upon issuance of Notice to Proceed (NTP) and shall be completed within 6 months.

9.0 PROJECT FUNDING

The project cost shall be funded under Capability Building Training and Livelihood Development Job Order No. A004461-Plan 12.

10.0 MODE OF PAYMENT AND SCHEDULE OF FUND RELEASE

The approved mode of payment shall be used as guide in determining the actual amount to be paid (Note: Approximate only. The contractor may conduct some activities ahead of schedule subject to a mutual written agreement with the end-user).



Details of the Training Materials and other Components

1. Agroforestry Component	Training Cost	Lot	1	62,105.00	62105.00
	Resource Person	Lot	1	8,000.00	8,000.00
	Rambutan Seedlings	Sdls	135	100.00	13,500.00
	Calamansi Seedlings	Sdls	135	100.00	13,500.00
	Guyabano Seedlings	Sdls	135	100.00	13,500.00
	Assorted Vegetable Seeds	Kg	40	400	16,000.00
	Complete Fertilizer (14-14-14)	sack	27	2,200.00	59,400.00
	Herbicide	L	9	2,000.00	18,000.00
	Shovel	pcs	9	865.00	7,785.00
	Backpack Sprayer (20 L Capacity; Electric and Manual Mode; Rechargeable)	units	9	7,005.00	35,025.00
	Bolo	pcs	9	865.00	7,785.00
	Garden Hose (5/8"; 25meters/roll)	rolls	9	1,600.00	14,400.00
	Plastic Drum	units	9	2,000.00	14,000.00
	Sub total				283,000.00
Organic Fertilizer Production Component	Training Cost	Lot	1	62,105.00	62105.00
	Resource Person	Lot	1	8,000.00	8,000.00
	Rake	pcs	9	865.00	7,785.00
	Polyester Plastic Bags	pcs	36	410	14,760.00

(#28 35 sq m/ pc)					
Activator/ Decomposer	sacks	27	1,650.00	44,550.00	
Sack with Plastic Lining	Kg	270	20.00	5,400.00	
Wheel Barrow	unit	9	4,500.00	40,500.00	
Plastic Drum	unit	2	2,000.00	4,000.00	
Sub-total				187,100.00	
Total				470,100.00	

✓

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]