



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

January 24, 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-TDD24-001** Ref. No. SVP240131 - PG00057 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 31 January 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:

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

1. Other documents:: (Please refer to the attached 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, **Mr. Renz Gabriel L. Cruz** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at [renzacruz.napocor@gmail.com](mailto:renzacruz.napocor@gmail.com)

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**

Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
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Quezon City 1100, Philippines  
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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:** PRNO.HO-TDD24-001 / REF NO. SVP240131 - RG00057

**SUPPLY AND DELIVERY OF MATERIALS FOR LEADERSHIP AND MANAGEMENT PROGRAM.**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	<b>MATERIALS FOR 2024 LEADERSHIP &amp; MANAGEMENT PROGRAM</b> (See attached sheet for complete specification)	1	LOT	529,740.00
<b>TOTAL</b>				<b>529,740.00</b>

Notes:

- **Warrant shall be at least three (3) months for the supply of labor and materials.**
- **See attached sheet for complete Technical Specification.**
- **Signed price proposal/quotation**
- **Must indicate Brand/Model and provide brochure or specifications on your quotation.**
- **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**
  - **Warranty**

**APPROVED BUDGET FOR THE CONTRACT: PHP 529,740.00**

**2. Delivery Period**

(see attached technical specifications for complete details)

**3. Delivery Point**

(see attached technical specifications for complete details)

**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 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

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**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-TDD24-001**. 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.*



**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
NP-SMALL VALUE PROCUREMENT**

**I. SCOPE OF WORK**

Supply and delivery of materials to be procured intended as materials for the 2024 Leadership and Management Program (LAMP).

**II. QUANTITY**

A total of One Hundred Seventy (170) pieces of Carry On Trolley Luggage with Debossed NPC Logo shall be delivered.

**III. DELIVERY POINT**

Materials shall be delivered at Training & Development Division, NPC Head Office, Sen. Miriam P. Defensor-Santiago Avenue, Diliman, Quezon City.

**IV. DELIVERY PERIOD**

Delivery of the materials being procured shall be not later than Thirty (30) calendar days upon receipt of the Purchase Order/Contract or Notice to Proceed.

**V. APPROVED BUDGET COST (ABC)**

The ABC for this procurement is Five Hundred Twenty-Nine Thousand Seven Hundred Forty (P529,740.00) and 00/100 Pesos only.

**VI. MODE OF PROCUREMENT**

The mode of procurement for this project is Small Value Procurement and the award of the contract is recommended to be on a per lot basis.

**VII. SPECIFICATION OF MATERIAL/S**

- Carry On Trolley Luggage with 2.5x2.5in Debossed NPC Logo
- Dimension : 22-24x14x9inches or 56x36x23cm
- Volume : 30-40 liters
- Pull Rod : Telescopic Collapsible, Flexible, 3 Gears Adjustable
- Wheels : 360 Degrees Rotation, Replaceable, Silent Rolling
- Carry Strap : 1-Top and 1-side
- Material : Hard Shell, Textured, Polycarbonate, Impact Resistant
- Weight : Light Weight
- Frame : Aluminum
- Passenger Combination Lock
- Color : Black

A handwritten signature in black ink, located in the bottom right corner of the page.

VIII. DOCUMENTS TO BE SUBMITTED BY BIDDER

1. Signed price proposal/quotation.
2. Other documents as maybe required during bid opening and post qualification.

IX. SAMPLE ITEM

1. Sample of the item specified in Item VI. Materials, must be presented to Training & Development Division, Human Resources Division, together with the signed price proposal/quotation.

X. TERMS OF PAYMENT

Thirty (30) calendar days upon delivery, acceptance of the end-user and submission of complete documents/attachments.

XI. WARRANTY

Warranty shall be for a minimum period of three (3) months, after final acceptance by end-user of the delivered materials.

## CARRY ON TROLLEY LUGGAGE

- Debossed 2.5in x 2.5in NPC Logo
- Hard Shell - Textured Polycarbonate Material and Impact Resistant
- Light Weight with Aluminum Frame
- Color Black

