



National Power Corporation

REQUEST FOR QUOTATION
(SHOPPING – 52 .1 b)

January 04, 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-TFM23-002 Ref. No. SHB221124-RM (SHB2) and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 AM of 19 January 2023.

The following documents must be submitted together with your quotation:

For Platinum Members:

- 1. 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:

- 1. Valid Mayor's Permit
2. PhilGEPS Registration Number ;

- Other documents to be submitted:

In case no bid or insufficient number or bids is received on 19 January 2023, the deadline for submission may be extended, as follows:

First (1st) Extension :
Second (2nd) Extension :
Third (3rd) Extension :

The RFQ/Bid Proposal shall be submitted by the bidder to NPC on the manner of submission based on the ABC as follows:

Approved Budget for the Contract (ABC)

- Up to Php100, 000.00 - via fax/e- mail/ bid proposal to procurement officer
Above Php100,000 up to Php1,000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Mr. Joslo Riel S. Medina at telephone no/s. 8921-3541 loc 5397 / Fax No. 8922-1622 with e-mail address at irsmedina.npc@gmail.com or bcscd@napocor.gov.ph.

Very truly yours,

Signature of Rene B. Barruela
RENE B. BARRUELA
Chairman, Bids and Awards Committee





Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SHOPPING – 52.1 b)**

1. **Scope of Works:** PRNO.HO-TFM23-002 / REF NO. SHB221124-RM (SHB2)

**For the Supply and Delivery of: PREVENTIVE MAINTENANCE SUPPLIES FOR NPC VEHICLES**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	AIR FILTER FOR TOYOTA ALTIS	2 PC	1,664.00
2	AIR FILTER FOR TOYOTA INNOVA MODEL 2021	6 PC	4,992.00
3	AIR FILTER FOR TOYOTA RUSH MODEL 2021	5 PC	4,680.00
4	FUEL FILTER FOR TOYOTA ALTIS	2 PC	1,664.00
5	FUEL FILTER TOYOTA HI-ACE COMMUTER PASSENGER VAN MODEL 2018	4 PC	3,328.00
6	FUEL FILTER TOYOTA INNOVA MODEL 2021 DSL	6 PC	5,928.00
7	FUEL FILTER TOYOTA RUSH MODEL 2021	5 PC	4,160.00
8	OIL FILTER FOR TOYOTA ALTIS	2 PC	1,664.00
9	OIL FILTER FOR TOYOTA PRADO	2 PC	1,976.00
10	OIL FILTER TOYOTA HI-ACE COMMUTER PASSENGER VAN MODEL 2018	8 PC	4,992.00
11	OIL FILTER TOYOTA INNOVA MODEL 2021 DSL	12 PC	11,856.00
12	OIL FILTER TOYOTA RUSH MODEL 2018	16 PC	9,984.00
13	OIL FILTER TOYOTA RUSH MODEL 2021	10 PC	6,240.00
TOTAL AMOUNT			<b>63,128.00</b>

Notes:

- **Mode of Award: Lot Award**
- **Warranty: at least Three (3) Months**
- **See attached sheet for complete Technical Specification**
- **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 63,128.00**

**2. Delivery Period**

Delivery Period shall not be later than **Twenty (20) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

### **3. Delivery Point**

Items shall be delivered at **NPC Warehouse-Head Office, Diliman, 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 LCQ shall be subjected to post qualification evaluation.

- PhilGEPS Certification and Mayor's/Business Permit.

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.



**NATIONAL POWER CORPORATION**

**TERMS OF REFERENCE**

PR No. : HO-TFM23-002

Subject : **FOR THE REPAIR AND MAINTENANCE OF NPC VEHICLES  
ASSIGNED TO THE OFFICE OF THE EXECUTIVES AND TFMD.**

**A. SCOPE OF WORK**

The winning bidder shall supply and deliver the following materials/spare parts for use of NPC Vehicles.

Description	QTY	U/M	Unit Price (P)	Total Price (P)
1.AIR FILTER FOR TOYOTA ALTIS 2018	2	pcs	832.00	1,664.00
2.AIR FILTER TOYOTA INNOVA MODEL 2021	6	pcs	832.00	4,992.00
3.AIR FILTER TOYOTA RUSH MODEL 2021	5	pcs	936.00	4,680.00
4.FUEL FILTER FOR TOYOTA ALTIS 2018	2	pcs	832.00	1,664.00
5.FUEL FILTER TOYOTA HIACE COMMUTER PASSENGER VAN MODEL 2018	4	pcs	832.00	3,328.00
6.FUEL FILTER TOYOTA INNOVA MODEL 2021 DSL	6	pcs	988.00	5,928.00
7.FUEL FILTER TOYOTA RUSH MODEL 2021	5	pcs	832.00	4,160.00
8.OIL FILTER FOR TOYOTA ALTIS 2018	2	pcs	832.00	1,664.00
9.OIL FILTER FOR TOYOTA PRADO 2010	2	pcs	988.00	1,976.00
10.OIL FILTER TOYOTA HIACE COMMUTER PASSENGER VAN MODEL 2018	8	pcs	624.00	4,992.00
11.OIL FILTER TOYOTA INNOVA MODEL 2021 DSL	12	pcs	988.00	11,856.00
12.OIL FILTER TOYOTA RUSH MODEL 2018	16	pcs	624.00	9,984.00
13.OIL FILTER TOYOTA RUSH MODEL 2021	10	pcs	624.00	6,240.00
<b>TOTAL</b>				<b>P 63,128.00</b>

**B. TERMS AND CONDITIONS**

1. Award shall be in a LOT BASIS
2. Delivery Period : Twenty (20) Days
3. Delivery Point : NPC Head Office, Diliman, Quezon City
4. Terms of Payment : Thirty (30) days

**SUPPLIER'S BID QUOTATION  
 (SHOPPING 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-TFM23-002**. 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)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
<b>TOTAL BID PRICE</b>				

Payment Terms : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Delivery Point : \_\_\_\_\_  
 Warranty : \_\_\_\_\_

\_\_\_\_\_  
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.*