



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

November 30, 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-TFM23-014 / REF NO. SVP221227-KL and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 am of 27 December 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:

- 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:

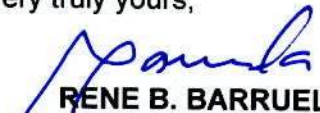
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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 C. Lacatan at telephone no/s. 8-924-5397 with e-mail address at kclacatan@napocor.gov.ph.

Very truly yours,


RENE B. BARRUELA
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:** PR NO. HO-TFM23-014 /REF NO SVP221227- KL

For the Supply and Labor of: Preventive Maintenance/Cleaning and Replacement of Parts of the Multi-Media Water Purifier at Basement, NPC Head Office, Diliman, Quezon City.

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	Preventive Maintenance/Cleaning and Replacement of Parts of the Multi-Media Water Purifier at Basement, NPC Head Office Main Bldg., PM Multimedia Water Purifier	1	LOT	290,000.00
TOTAL AMOUNT				290,000.00

Notes: *a. Warranty should be at least three (3) months in the case of Expandable Supplies or a minimum of one (1) year in the case of Non-Expandable Supplies.*
b. All materials/items to be supplied by the winning bidder should be brand new
c. Please refer to the attached sheets for the complete scope of work & specifications.
d. Award shall be on a lot basis and proposal per item shall not exceed the ABC per Item.

APPROVED BUDGET FOR THE CONTRACT: PHP 290,000.00

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 **NPC-OBC 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 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 or 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-TFM23-014 with specific descriptions, to wit:

ITEM NO.	QTY	U/M	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1					
2					
TOTAL BID PRICE					

- 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.



NATIONAL POWER CORPORATION

SPECIFICATION ALTERNATIVE MODE OF PROCUREMENT (NP-SMALL VALUE PROCUREMENT)

1. **SCOPE OF WORK.** For the Preventive Maintenance/Cleaning and Replacement of Parts of the Multi-Media Water Purifier at Basement, NPC Head Office, Diliman, Quezon City. (*Reference: PR No. HO-TFM23-014*).

APPROVED BUDGET FOR THE CONTRACT (ABC): ₱ 290,000.00

- a. The prospective bidder must conduct the following activities:
1. Shut-down/close of gate valve of the main water source of NPC Head Office.
 2. Shut-off/close the isolation valve and drain the remaining water of the Multi-media tank using back-wash.
 3. Unscrew and remove the top and side cover of the Multi-media tank.
 4. Remove all the parts/contents of the Multi-media tank.
 5. Clean the inner and outer multi-media tank.
 6. Clean and load the new parts/contents (pebbles, silica, quartz sand, anthracite and carbon) inside the Multi-media tank.
 7. Restore and tighten the screw of the top and side cover of the Multi-Media Tank.
 8. Replace gasket and close the top and side cover of the Multi-media tank.
 9. Open the gate valve of the main water source for preliminary leak testing and backwashing.
 10. Final testing and commissioning.
 11. Disposal and clearing the area.
- b. Must secure Certificate of Ocular inspection from Transportation and Facilities Management Division (TFMD) office signed by the authorized representative.
- c. Contractor shall strictly observe Safety and Security standards/precautions re-inspect serviced area and with proper coordination with TFMD authorized representative.
2. **DELIVERY PERIOD.** Delivery period shall be not later than Thirty (30) calendar days upon receipt of the Purchase Order/Contract or Notice to Proceed.
3. **DELIVERY POINT.** Items/Services shall be delivered at NPC Head Office, Diliman, Quezon City.

4. TERMS OF PAYMENT. Terms of payment shall be thirty (30) days upon completion of services, acceptance of the End-user and submission of original complete documents/attachments.

5. LIABILITY/INDEMNITY FOR LOSS AND/OR DAMAGES

Contractor shall be liable and shall indemnify NPC for any loss, damages or injury of NPC due to or arising from the fault, negligence, vandalism or other unlawful acts of its employees/workers.

Contractor shall also be held liable to, and indemnify third (3rd) person/s for claim/s arising from the fault and/or negligence of its employees/workers assigned in the premises of the NPC.

NPC shall have the right to deduct from any money payable to the Contractor amount/s equivalent to any damage it may suffer or liability it may incur due to the fault or negligence of the latter's workers.

6. WARRANTY. Unless otherwise provided, warranty shall be for a minimum period of three (3) months, in the case of Expendable Supplies after final acceptance by end-user of the delivered items.

>>>>>>>>> (Nothing Follows) <<<<<<<<<<

Reference PR No. HO-TFM23-014

