



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

December 11, 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-TFM24-009** Ref. No. **SVP231211-KB00420 (SVP2)** 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 18 December 2023.**

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 AbovePhP 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. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at kadbernabe.npc@gmail.com or bcسد@napocor.gov.ph

Very truly yours,

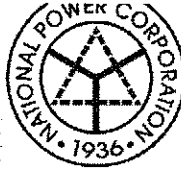

ATTY. MELCHOR P. RIDULME
Chairman, Bids and Awards Committee



BAGONG PILIPINAS

NATIONAL POWER CORPORATION
BIR Road cor. Quezon Avenue, Diliman Quezon City 1100,
Philippines
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-246
Website: www.napocor.gov.ph





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-TFM24-009/REF NO. SVP231211-KB00420 (SVP2)

For the TWO YEARS PREVENTIVE MAINTENANCE OF ELEVATOR UNIT AT NPC HEAD OFFICE

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	TWO YEARS PREVENTIVE MAINTENANCE/REPAIR SERVICING OF ELEVATOR (2024-2025) 2 YRS PM OF ELEVATOR AT NPC HO	1	LOT	401,800.00
TOTAL AMOUNT				401,800.00

Notes:

- Please see attached ANNEX "A" End User's Term of Reference and Scope of Works.
- 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
 - Contract Period
 - Price Validity
 - Delivery Point
 - Warranty
- Warranty shall be at least Three (3) Months for Expendable Supplies and One (1) Year for Non-Expendable Supplies after final acceptance by end-user of the delivered parts and services by the end-user.

APPROVED BUDGET FOR THE CONTRACT: PHP 401,800.00

2. Contract Period

(See Attached Scope of works and Requirements)

3. Delivery Point

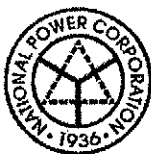
Items shall be delivered at **NPC HEAD OFFICE, DILIMAN, QUEZON CITY**

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.



National Power Corporation

TERMS OF REFERENCE/ SCOPE OF WORKS AND REQUIREMENTS FOR PREVENTIVE MAINTENANCE/REPAIR SERVICING OF ELEVATOR.

Equipment	:	Passenger Elevator
Manufacturer	:	YUSAKI
Quantity	:	One (1) unit
Drive System	:	Gearless Traction Machine
Control System	:	Electronic (Microprocessor)
Capacity	:	630 kg/9 person
Speed	:	1 m/s
No. of Stops/Openings	:	Three (3)

Elevator Parts (w/ installation):

- Elevator Soft Touch Push Button, 5 pcs
- Elevator LED Cabin Light, 4 pcs
- Door wire rope with fixed screw bolt, 4pcs
- Spring for Hall Door, 8pcs
- Door Guide Shoe, 3 pcs
- Elevator Wire Rope 8mm x 140m Length

1. General

- This specification covers the terms of reference for the provision of manpower, equipment, tool, consumable materials, and other incidentals for the Preventive Maintenance/Repair Service of Elevator and Elevator Load Testing.
- The bidder must have at least **ten (10) years** of experience in elevator maintenance.
- The bidder shall submit the following documents during bid/proposal during evaluation:
 - Proposed Maintenance Procedure, Report and Checklist.
 - Maintenance Training Certificate issued by Yusaki, **OR**

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Certification from Yusaki that the Bidder/Contractor is a certified/authorized Maintenance Service Provider of Yusaki,
OR

Certification issued by an Authorized Service Dealer and Installer of Yusaki that the Bidder/Contractor is a Certified Maintenance Service Provider of Yusaki Elevator unit.

- **Certificate of Site Inspection** signed by the Manager-TFMD or his authorized representative.
- **Schedule of Prices (ANNEX A)**

➤ The bidder shall complete the appropriate Schedule of Prices, stating the unit prices, total price per item and the total amount of the Goods and Services to be supplied under this Project. Bids not addressing or providing all the required items in the Schedule of Prices shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.

2. **Scope of Work:**

- 2.1 The Contractor shall provide a **minimum of Two (2) technical personnel** during the conduct of NPC-Main Building Elevator Preventive Maintenance. The technical personnel are required to present their COVID-19 vaccination card to the lobby guard upon entering the NPC building during the scheduled maintenance.
- 2.2 The contractor shall conduct repair/corrective maintenance for any abnormal operation and/or stoppage of elevator. Contractor shall immediately provide necessary servicemen within 24 hours to correct the abnormal operation and/or have the elevator in operation.
- 2.3 The utmost care shall be strictly observed by the Supplier/Contractor during the conduct of work to avoid damage of any kind to the existing equipment, components & structure on site.

In the event that any such damage should occur due to the carelessness, negligence or fault of the Contractor, the Contractor shall repair or replace all damaged items at his own expense and to the satisfaction of NPC.

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2.4 The maintenance works and services to be performed by the Contractor shall essentially consist of but not limited to the following:

➤ **Preventive Maintenance (Monthly)**

- Preventive Maintenance activity shall be performed by the Contractor on weekdays or holidays.
- The contractor shall conduct regular Preventive Maintenance. The contractor shall prepare an Elevator Preventive Maintenance Checklist to be approved by the End-User. Contractor shall submit a monthly maintenance schedule to be approved by the End-User.
- The contractor shall conduct/perform elevator electro-mechanical parts cleaning, adjustment, greasing and oiling as per approved PM checklist and equipment manufacturer standard procedures. Contractor shall provide all consumables (rags, lubricants, grease, cleaning agent, etc.).
- Prepares and submits reports to End-User after the completion of every elevator preventive maintenance period including any elevator problem/ abnormality/ trouble which may result to elevator downtime. The report shall be signed by the authorized representatives of both Contractor and NPC.

➤ **Repair Works**

- Should the any parts of the unit require repair works during the contract period and to avoid disruption of the operation of the elevator unit, the contractor shall undertake said repair works as need arises or at a pre-arranged schedule depending on the necessity or urgency of the need.
- No repair/corrective maintenance/ replacement of parts shall be done without written approval of NPC authorized personnel. The contractor shall submit to NPC details of the repair works indicating the methodology, supplies and materials needed, parts to be replaced and the duration of repair activities. NPC has the option to require the Contractor to undertake the repair works during the Contractor's non-working time if necessary, depending on the urgency or need. Labor and consumable materials are already considered/covered under the cost of the preventive maintenance.

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- Elevator Parts listed above will be used for the replacement of damaged parts during the contract period. Contractor shall submit replacement report including completion date for the corrective maintenance/repair for NPC's reference.
- All supplies/materials and parts not included in the Terms of Reference that will be used for the repair/replacement of damaged parts shall be procured in separate transactions following the revised Implementing Rules and Regulations of the Republic Act 9184.
- All repair work shall be done in accordance with the requirements of the manufacturer and accepted industry practice. Only qualified trained technicians shall undertake the repair work. The repair works must be witnessed by NPC's authorized representative/s/. Repair works shall be guaranteed by the Contractor for at least one (1) year after NPC's acceptance.

➤ **Other Maintenance Activities**

- The contractor shall perform the following services without any additional fee:
 - Installation of minor parts and accessories not requiring extensive dismantling of equipment.
 - Study and recommend any future improvement of the elevator unit.

2.5 The Contractor shall follow IATF and DOH guidelines during the Preventive Maintenance Schedule. All requirements regarding their policies should be strictly complied with which includes but not limited to wearing of facemask and face shield, social distancing, etc.

2.6 The Contractor shall supply the following Elevator Parts listed above for replacement of damaged parts during the contract period. All unused accessories will be installed or turned over to NPC representatives before the last day of the contract.

3. Contractor's Performance

3.1 The end-user shall rate the Contractor's performance every quarter using the Form - NPC-007.F01, Monitoring Sheet for Externally Provided Processes/Services (**ANNEX B**). A percentage lower than

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85% for three (3) consecutive quarters shall be a ground for contract termination.

4 Contract Period

- 4.1 The contract period shall be Two (2) Years reckoned from the date stated in the Notice to proceed.

5 Payment

- 5.1 Payment for the Elevator Maintenance Service to be undertaken by the Contractor for Two (2) years contract is inclusive of VAT and shall be made on twenty-four (24) equal monthly payments. Monthly payments shall be made every last day of the month and after the submission of the monthly maintenance report.
- 5.2 Payment for the Elevator parts which will be inclusive of VAT shall be made after the delivery, installation, and submission of maintenance report.

6 Warranty

- 6.1 Unless otherwise provided, the warranty shall be for a period of three (3) months, in the case of Expendable Supplies, and a period of one (1) year, in the case of Non-Expendable Supplies, after final acceptance of the delivered parts and services by the end-user.

Prepared by:


Francis Perry Z. Zafe
C.S.S C, TFMD

Noted by:


Almario G. Retutal
Manager, TFMD

8

ANNEX A

Schedule of Prices

Item No.	Work/Item Description	Quantity	Unit of Measure	Unit Price	Total Price
I.	Elevator Maintenance	24	months		
II.	Elevator Parts				
	Elevator Soft Touch Push Button	3	pcs		
	Elevator LED Cabin Light	2	pcs		
	Door wire rope with fixed screw bolt	3	pcs		
	Spring for Hall Door	3	pcs		
	Door Guide Shoe	3	pcs		
	Elevator Wire Rope 8mm	140	mtrs		
GRAND TOTAL					



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

(See Attached Scope of works and Requirements)

15. Warranty

(See Attached Scope of works and Requirements)

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-TFM24-009 (SVP2)**. 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.