



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

November 30, 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 - K800420 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 **11 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](mailto:kadbernabe.npc@gmail.com) or [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

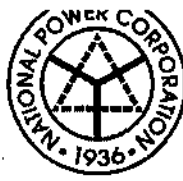
Very truly yours,

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



**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](http://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 - KBO6426

**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/Opening	:	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**

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. Retulal  
Manager, TFMD

**ANNEX A****Schedule of Prices**

<b>Item No.</b>	<b>Work/Item Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
I.	Elevator Maintenance	24	months		
II.	Elevator Parts				
	Elevator Soft Touch Push Button	5	pcs		
	Elevator LED Cabin Light	4	pcs		
	Door wire rope with fixed screw bolt	4	pcs		
	Spring for Hall Door	8	pcs		
	Door Guide Shoe	3	pcs		
	Elevator Wire Rope 8mm	140	mtrs		
<b>GRAND TOTAL</b>					



**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**. 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)
<b>TOTAL BID PRICE</b>				

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

## 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]*