



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

16 OCTOBER 2023

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **S1-CGY23-001** and **S1-BIM23-001** Ref. No. **PB230905 - NA 00245 (SVP)** 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 09:30 A.M. of 26 October 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:

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

3. Other documents: **Please refer to the attached Terms of Reference (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);

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. Nathalie Claire R. Abarquez** at telephone no. **8921-3541**/ local no. **5611** / Fax No. **8922-1622** with e-mail address at **bcsd@napocor.gov.ph and ncrabarquez@napocor.gov.ph.**

Very truly yours,


ATTY. MELCHOR P. RIDULME

Vice President, Office of the Legal Counsel and
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) 8921-2468
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:** PR NOS. S1-CGY23-001 and S1-BIM23-001/ REF NO.
PB230905-NA00245 (SVP)

For the SUPPLY AND DELIVERY OF MOTOR VEHICLES IN TWO (2) PACKAGES FOR NPC HO

Item No.	DESCRIPTION	QTY.	ABC (Php)
PACKAGE A (S1-CGY23-001)			
1	Gasoline Engine, Multi-Cab Vehicle	1 UNIT	400,000.00
PACKAGE B (S1-BIM23-001)			
2	Motor Truck, Tri-Wheel, Cargo Type	2 UNITS	240,000.00
TOTAL AMOUNT			640,000.00

APPROVED BUDGET FOR THE CONTRACT: PHP 640,000.00

Note:

- Award shall be on a **per Package basis**. Each Package will be evaluated and compared with other Bids separately and recommended for award separately. The Bidder's bid offer must be within the ABC per Package and ABC per item.
- Please refer to the attached detailed **TECHNICAL SPECIFICATIONS AND TECHNICAL DATA SHEETS**.
- Kindly provide detailed proposal/bid offer to the Technical Data Sheets.
- Manufacturer's Brochures/Manuals, and other supporting documents of the motor vehicles proposed by the bidders must comply with the technical specifications of the units.

2. Delivery Period

Delivery period of units **must not be later than December 31, 2023** reckoned from the contract effectivity date stated in the Notice to Proceed.

3. Delivery Point

Items and works shall be delivered and done 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.

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 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
 (NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No. **S1-CGY23-001 (PACKAGE A)**. 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	Gasoline Engine, Multi-Cab Vehicle	1	UNIT		
GRAND TOTAL					

 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 letterhead following this format duly signed by the authorized representative when making the offer.

**SUPPLIER'S BID QUOTATION
 (NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No. **S1-BIM23-001 (PACKAGE B)**. 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	Motor Truck, Tri-Wheel, Cargo Type	2	UNITS		
GRAND TOTAL					

 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 letterhead following this format duly signed by the authorized representative when making the offer.

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF MOTOR VEHICLES IN TWO (2) PACKAGES FOR NPC HO UNDER PR NOS. S1-CGY23-001 and S1-BIM23-001

TS-1.0 SCOPE OF SUPPLY

The works and services to be performed by the Supplier shall include the following:

- a) Provide equipment/tools/instruments and consumables necessary during actual running test of the supplied Motor Vehicles with complete accessories;
- b) Provide qualified personnel for the actual conduct of operational testing of the supplied Motor Vehicles including maintenance training at delivery site;
- c) Submission of pertinent drawings and documents per Clause TS-11.0 b.

TS-2.0 TECHNICAL SPECIFICATION

The minimum requirements for the motor vehicles to be supplied are described in this section. Supplier may offer vehicles that are superior to the NPC requirements provided that the price is within the Approved Budget for the Contract (ABC) and except for engine displacement subject to NPC's evaluation and approval.

1. PACKAGE A (S1-CGY23-001) - Gasoline Engine, Multi-Cab Vehicle

SPECIFICATIONS	DETAILS
Vehicle Type	Multi-Cab Vehicle, Bench Type Passenger Seats
Engine	Gasoline Engine with displacement not exceeding 2,500cc
Transmission	Manual Transmission
Steering System	Power steering system
Brakes	Manufacturer's standard
Wheels/Tires	Manufacturer's standard with one (1) spare tire
Number of Passengers	14 Passengers (min.)
Suspension	Manufacturer's standard
Paint Finish	White or Silver with under chassis rust proofing
Accessories	Complete with Manufacturer's installed Multi Information Display (MID), mats, portable fire extinguisher (4.5lbs min.) including mounting bracket and other convenient features; Audio System e.g. 2-DIN MP3/Tuner/USB/Bluetooth and Auxiliary Input/port, with at least 2 Speakers.
Compliant	Phil. Clean Air Act & LTO Emission

2. PACKAGE B (S1-BIM23-001) - Motor Truck, Tri-Wheel, Cargo Type

SPECIFICATIONS	DETAILS
Vehicle Type	Motor-truck/Tri-Wheel, cargo type
Engine	Gasoline engine with engine displacement not exceeding 250cc, air-cooled, four-stroke
Transmission	Shaft-drive
Brakes	Manufacturer's Standard
Wheels/Tires	Manufacturer's Standard
Payload Capacity	1800 kg (min.)
Safety	Manufacturer's Standard
Paint Finish	White or Silver with under chassis rust proof
Rear Cargo	1.0m x 2.0m (min.)
Compliant	Phil. Clean Air Act & LTO Emission

TS-3.0 REGISTRATION AND INSURANCE

- Winning Bidder to furnish/provide three (3) years Registration Coverage with Third-Party Liability (TPL) Insurance for each unit;
- Winning Bidder to facilitate Transportation Office (LTO); Government Plate Registration at Land
- Winning Bidder to facilitate Engine and Chassis stenciling of each unit using the prescribed LTO form and submit the same together with the Sales Invoice, Delivery Receipt, Vehicle's Official Receipt (OR) and Certificate of Registration (CR) to the GSIS for the issuance of corresponding Certificate of Cover (COC) - Comprehensive Coverage to NPC; and
- GSIS Comprehensive Insurance Coverage will be provided by NPC. The third-Party Liability (TPL) Insurance for one (1) year will be provided by the winning bidder. In addition, the winning bidder will facilitate the submission of documents to the GSIS.

TS-4.0 INSPECTION, TESTS AND ACCEPTANCE CRITERIA

The Supplier shall perform at his own expense all tests required to ensure adequacy of design, material, workmanship and conformance of the supplied vehicle to the guaranteed data and other requirements of the specifications and standards.

Emission Test in compliance with the Emission Standards of the Philippine Clean Air Act and LTO Emission Standards shall also be conducted. Test reports shall be submitted to NPC.

All other necessary tests and inspections to warrant acceptance at the place of delivery shall also be conducted.

If any of the supplied units fails to pass any test, NPC may direct the Supplier/Contractor to make necessary corrections or alterations for defects or order the replacement of the unit/component as may be deemed appropriate. Any expenses due to additional tests or retests made necessary by failure of the Supplier's/Contractor's supplied unit, i.e. failure to meet the guarantees and other requirements of the specifications, shall be borne by the Supplier.

Acceptance certificate shall be issued only upon completion of the following:

- a) The motor vehicle units complete with accessories and standard tools are fully delivered, inspected and performance/functional test are satisfactorily conducted, and results are acceptable to NPC.
- b) Submission of documents as specified hereto in Clauses TS-7.0 and TS-11.0 item b

TS-5.0 DRAWINGS AND DOCUMENTS TO BE SUBMITTED

- a. To be submitted with the bid
 - a.1. Letter of Confirmation from the Manufacturer/Distributor/Dealer that a local agent or representative is available to provide After Sales Service, Name, address and contact number of person shall be provided;
 - a.2. Original copy of Manufacturer's/Assembler's/Franchise Holder's Authorization to Bid directly addressed to the BAC-NPC indicating herein the PR/Reference No.
 - a.3. Completely filled-out Technical Data Sheets for the package the Bidder wishes to participate in;
 - a.4. Certificate from the Manufacturer that the spare parts and service stations are available nationwide.
- b. To be submitted before/during delivery of Motor Vehicles
 - b.1. "Certificate of Origin" from the Manufacturer; and
 - b.2. "Warranty" Certificate against factory defects/workmanship
 - b.3. Manuals and Documents including lists of spare parts & tools for each unit as follows:
 - Owner's Manual - 1 set
 - Warranty Guide - 1 set
 - Air-Conditioning Warranty & Manual - 1 set
 - Sound System Warranty & Manual - 1 set
 - Battery Warranty Certificate - 1 set
- c. To be submitted during Post-Qualification
 - c.1. Certification issued by the motor vehicle Manufacturer/Distributor ensuring availability of spare parts and other consumables for period of at least five (5) years reckoned from the issuance of acceptance certificate.

TS-6.0 GUARANTEE

The Supplier shall guarantee the repair, and/or replacement of the supplied units or parts at his own expense against defect in design, workmanship and materials as follows:

For a period of three (3) years reckoned from the issuance of Certificate of Acceptance by National Power Corporation or One Hundred Thousand Kilometers (100,000 km) distance travelled, whichever comes first.

The Supplier shall submit a Warranty Certificate effective from the date of acceptance by NPC.

After the lapse of the warranty period, provided that there are no defects found, and/or pending repair works, NPC shall release the warranty security/certificate.

TS-7.0 MEASUREMENT OF PAYMENT

Payment shall be made at the contract unit price for the item, which payment shall cover all costs for furnishing labor, equipment and incidentals necessary for the design, manufacture, assembly, testing & delivery, and LTO registration coverage with TPL insurance: and other related works required to complete the item.

TECHNICAL DATA SHEETS

PACKAGE A (S1-CGY23-001) - Gasoline Engine, Multi-Cab Vehicle

ITEM	DESCIPTION	NPC REQUIREMENT	SUPPLIER's DATA
A.	MULTICAB	One (1) Unit	
B.	BRAND/ MODEL	By Supplier	
1.	Vehicle Type	Multi-Cab Vehicle. Passenger Bench Type	
2.	Engine	Gasoline Engine with engine displacement not exceeding 2,500 cc	
3.	Transmission	Manual Transmission	
4.	Steering System	Power Steering	
5.	Brakes	Manufacturer's standard	
6.	Wheels/Tires	Manufacturer's standard with one (1) spare tire	
7.	Number of Passengers	14 Passengers (min.)	
8.	Suspension	Manufacturer's standard	
9.	Paint Finish	White or Silver with under chassis rust proofing	
10.	Compliant	Phil, Clean Air Act & LTO Emission	
11.	Tint	Required	
C.	ACCESSORIES	Complete with Manufacturer's installed Multi Information Display (MID), mats, portable fire extinguisher (4.5lbs min.) including mounting bracket and other convenient features: Audio System e.g. 2-DIN MP3/Tuner/USB/Bluetooth and Auxiliary Input/port, with at least 2 Speakers.	
D.	TOOLS & DEVICES	Manufacturer's Standard Tool Set (hydraulic jack, tire wrench, tool box/pouch, early warning device and other manufacturer's standard tools which are not included in the cost)	
E.	MANUALS AND PARTS CATALOGUE DOCUMENTS		
		a) Owner's Manual	
		b) Parts Catalogue	

ITEM	DESCPTION	NPC REQUIREMENT	SUPPLIER's DATA
		c) Warranty Guide (3 yrs or 100,000 km whichever comes first)	
		d) Sound System Warranty and Manual	
		e) Battery Warranty (18 mos.)	
		f) Three (3) years-LTO Registration & TPL	

TECHNICAL DATA SHEETS

PACKAGE B (S1-BIM23-001) - Motor Truck, Tri-Wheel, Cargo Type

ITEM	DESCIPTION	NPC REQUIREMENT	SUPPLIER'S DATA
A.	MOTORTRUCK	Two (2) Units	
B.	BRAND/ MODEL	By Supplier	
1.	Vehicle Type	Motor-truck/Tri-Wheel, cargo type	
2.	Engine	Gasoline engine with engine displacement not exceeding 250cc, air-cooled, four-stroke	
3.	Transmission	Shaft-drive	
4.	Brakes	Manufacturer's standard	
5.	Wheels/Tires	Manufacturer's standard	
6.	Payload Capacity	1800 kg (min)	
7.	Safety	Manufacturer's Standard	
8.	Rear Cargo	1.0m x 2.0m (min)	
9.	Compliant	Phil, Clean Air Act & LTO Emission	
C.	TOOLS & DEVICES	Manufacturer's Standard Tool Set (wrench, tool box/pouch and early warning device)	
D.	MANUALS AND PARTS CATALOGUE DOCUMENTS		
		a) Owner's Manual	
		b) Parts Catalogue	
		c) Warranty Guide (1 yrs or 6,000 km whichever comes first)	
		d) Battery Warranty (18 mos.)	
		e) Three (3) years-LTO Registration & TPL	

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]