



## National Power Corporation

### REQUEST FOR QUOTATION (NP- LEASE OF REAL PROPERTY AND VENUE - 53.10)

16 MAY 2023

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. S4-PIC22-017 / Ref. No. LRPV230523-NA00139 and submit quotation/bids through email to the Bids and Contracts Services Division (BCSD), Ground Floor Diliman, Quezon City **on or before 09:30 A.M.** of *23 May 2023*.

The following documents must be submitted together with your quotation:

**1. PhilGEPS Registration**, whichever is applicable:

For Platinum Members:

- 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, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

For Red or Blue Members:

- PhilGEPS Registration Number ;

**2. Valid Mayor's / Business Permit**

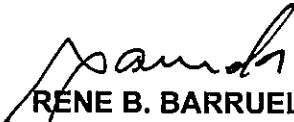
**3. Latest Income / Business Tax Return**

The Warranty Period shall be: not applicable

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/s. 8921-3541/ local no. 5244 / Fax No. 8922-1622 with e-mail address at **nrabarquez.npc@gmail.com or bcsd@napocor.gov.ph.**

Very truly yours,

  
**RENE B. BARRUELA**

Vice President, Corporate Affairs Group and  
Chairman, Bids and Awards Committee



**TERMS OF REFERENCE**  
**NEGOTIATED PROCUREMENT**  
**(LEASE OF REAL PROPERTY OR VENUE – 53.10)**

**1. PROJECT DESCRIPTION: RENTAL OF OFFICE SPACE FOR PROJECT IMPLEMENTATION CLUSTER C IN CAGAYAN DE ORO CITY UNDER PR NO. S4-PIC22-017**

**APPROVED BUDGET FOR THE CONTRACT**

ITEM NO.	DESCRIPTION	QTY	ABC(PHP)
1	RENTAL OF OFFICE SPACE FOR PROJECT IMPLEMENTATION CLUSTER C IN CAGAYAN DE ORO CITY	ONE (1) LOT	1,229,950.00
	Approved Budget for the Contract (ABC)		1,229,950.00

**Note/s:**

The Project Implementation Cluster C of NPC-PES will be using *(Table of Rating Factors for Lease of Real Property)* as basis for technical evaluation. Bidders should receive a Factor Value of **at least 85%**.

**SPECIFICATION /REQUIREMENTS:**

ITEM	RATING FACTORS	NPC REQUIREMENT	WEIGHT (%)
<b>I.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	Accessible to any means of public transport	35
	2. Topography and Drainage	good drainage system; not prone to flooding	25
	3. Sidewalk and waiting shed	available sidewalk and waiting shed	15
	4. Parking space	Available and sufficient free parking space for employees, clients and company's vehicles - can accommodate minimum of six (6) 4-wheel vehicle (cars, SUV, Pick-up, close van)	25
	5. Economic potential	Not applicable	0
	6. Land classification, utilization and assessment	Not applicable	0
	7. Other added amenities	Not applicable	0
	<b>Subtotal I</b>		<b>100</b>
<b>II</b>	<b>Neighborhood Data</b>		
	1. Prevailing rental rate	Peso / sq. m.	30
	2. Sanitation and health condition	available health care facilities within 1 km and good sanitary conditions	20
	3. Adverse influence	Not applicable	0
	4. Property Utilization		10
	5. Police and fire station	Proximity	15
	6. Cafeterias	Proximity to canteen or other food concessionaires	10
	7. Banking/postal/telecom	Proximity	15
	<b>Subtotal II</b>		<b>100</b>
<b>III</b>	<b>Real Property</b>		
	1. Structural Condition		30
	2. Functionality		
	a. Module	Not applicable	0
	b. Room arrangement		8

	c. Circulation	Not applicable	0
	d. Light and Ventilation		8
	e. Space requirements	Minimum of 450 sq. m. inclusive of parking area	8
	<b>3. Facilities</b>		
	a. Water supply and toilet	Available and standard provisions/ connection for water; minimum of 4 comfort rooms (male/female)	6
	b. Lighting system, power and ventilation	Available and standard provisions/ connection for light, power and ventilation. If there are other tenants, sub-meter must be provided.	12
	c. Elevator	Available elevator for more than two (2) floors	6
	d. Fire escape	With fire escape/exits	6
	e. Firefighting equipment	With available fire extinguisher	6
	<b>4. Other requirements</b>		
	a. Maintenance	Lessor to shoulder maintenance expense above PhP 5,000.00	10
	b. Attractiveness	Not Applicable	0
	<b>Subtotal III</b>		<b>100</b>
<b>IV</b>	<b>Free Services and Facilities</b>		
	1. Janitorial and Security	Provided by NPC service providers	0
	2. Air Conditioning	Provided by NPC	0
	3. Repair and Maintenance	Available on call maintenance personnel of Lessor	50
	4. Water and Light Consumption	continuous supply of potable water and uninterrupted electric power	25
	5. Secured parking space	must have available secured parking space	25
	<b>Subtotal IV</b>		<b>100</b>
	<b>SUMMARY</b>		
<b>I</b>	<b>Location and Site Condition</b>		20
<b>II</b>	<b>Neighborhood Data</b>		20
<b>III</b>	<b>Real Property</b>		50
<b>IV</b>	<b>Free Services and Facilities</b>		10
		<b>FACTOR VALUE</b>	<b>100</b>

## 2. CONTRACT/LEASE DURATION

The lease contract shall be for a period of **one year and five months (June 2023 to August 2024)**.

## 3. SCOPE OF WORKS

3.1 The monthly rental of the leased premises is inclusive of all taxes and NPC shall pay one (1) month advance rental and one (1) month cash deposit which will cover for damages to the leased premises and other charges. It shall be applied as monthly payment of lease before the termination of the contract of lease, if no such damages and other charges will be made on the leased premises.

3.2 NPC shall bind himself to pay the Supplier the monthly rentals every 5<sup>th</sup> day of the succeeding month without necessity of demand, either at the residence of the Supplier or at the leased premises.

3.3 NPC shall pay for the consumption cost of public utility services such as water bills, electricity bills and telephone bills and that, in the event a notice for termination of contract is given, such utility services consumed by NPC shall be settled.

3.4 The premises must be ready for occupancy.

#### **4. IMPROVEMENTS**

4.1 NPC shall not make any structural change, alteration or improvements in the leased premises, which shall modify or either in away, the occupied premises without the previous written consent of the Supplier and should consent be given, any improvements, or alterations shall be the sole expense of the NPC and shall become the property of Supplier upon termination of the lease, except those which can be removed by NPC without causing damage or injury to the leased premises.

4.2 NPC should acknowledge that the leased premises are in good tenantable condition and agrees to keep and maintain the same in such condition.

4.3 NPC shall not directly or indirectly sublease, assign, or transfer his right of lease over the leased premises or any portion thereof under any circumstances whatsoever, and any such contract made in violation of this clause shall be null and void.

4.4 NPC shall not place or store or cause to be placed or stored in the leased premises any inflammable materials which shall constitute fire hazard, nor place any object or obstruction along the corridors and hallways; nor store any goods, any merchandise considered contraband under the law.

4.5 NPC shall undertake to keep the premises clean and sanitary, devoid unnecessary noise and shall further comply with all existing laws, rules and regulations on sanitation, public health and safety.

#### **5. MAINTENANCE, REPAIR AND REPLACEMENT**

5.1 NPC shall well and sufficiently preserve, repair and maintain in good, clean tenantable condition, at his/her own cost, the interiors of the Unit, including the flooring, interior walls or other finishes, doors, windows, cables, conduits, wirings, sockets, electrical installations, and plumbing fixtures found in or about the Unit.

5.2 NPC shall, at his/her own expense, replace the light bulbs in the unit with the same type and wattage as well as repair or replace parts in the toilet tank with the same type and quality as that installed by the Supplier. The unit and all additions and installations supplied by the Supplier shall be kept in a good, clean, working condition. NPC shall keep drains, pipes, sanitary or plumbing apparatus in the unit in good, clean and tenantable condition.

5.3 NPC shall pay the Supplier the cost in cleaning, repairing or replacing any of the same when found to be blocked or stopped. NPC shall take all such steps and precautions at his/her own cost to prevent the leased premises from becoming infested with termites, rats, mice, cockroaches, or other pests or vermin. Should NPC fail to maintain the leased premises properly such that the same is infested with pests, Supplier may employ pest control services on the leased premises and charge the cost thereof to NPC. All minor repairs in the unit will be at NPC's sole expense. Major repairs not caused by or attributable to Supplier's failure or negligence shall be for NPC's sole account.

#### **6. BID SUBMISSION**

Supplier shall submit their quotations through email or in the manner of submission as prescribed in the RFQ.

**7. LATE BIDS**

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

**8. 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.

**9. BID PRICE VALIDITY**

Price Validity shall be not less than One Hundred Twenty (120) calendar days from date of bid submission.

**10. 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 Single/Lowest Calculated Bid (S/LCB)

**11. DETAILED EVALUATION AND COMPARISON OF BIDS**

The bid 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.

The TWG will use the following criteria for evaluation:

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
I.	<b>Location and Site Condition</b>				
	1. Accessibility	Accessible by Public Utility Vehicles (PUJ, PUB, Taxi) and within 4 KM distance from ports (airport, seaport)	35	<b>35</b>	
		accessible by Public Utility Vehicles (PUJ, PUB, Taxi) but more than 4 KM distance from ports (airport, seaport)	20		
		limited access to PU Vehicles	10		
	2. Topography and Drainage	not prone to flooding during heavy rains, with sufficient drainage	25	<b>25</b>	
		with drainage but may flood due to heavy rains	5		
		without drainage and may flood due to heavy rains	0		
	3. Sidewalk and waiting shed	With sidewalk and waiting shed	15	<b>15</b>	
		with sidewalk, no waiting shed	10		

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
		without both sidewalk and shed	0		
	4. Parking space	can accommodate a minimum of six (6) 4-wheel vehicles (SUV, car, pickup, close van)	25	25	
		cannot accommodate a minimum of six (6) 4-wheel vehicles	15		
		No parking space	0		
	5. Economic potential	Not applicable	0	0	
	6. Land classification, utilization and assessment	Not applicable	0	0	
	7. Other added amenities	Not applicable	0	0	
<b>Subtotal I</b>				<b>100</b>	
<b>II</b>	<b>Neighborhood Data</b>				
	1. Prevailing rental rate	Rank 1 (lowest bidder)	30	30	
		Rank 2	20		
		Rank 3	10		
		Rank 4	5		
		Rank 5 and higher	2		
	2. Sanitation and health condition	health care facilities (hospitals, health centers, clinics, drugstores) within 1 km; good sanitation (hygienic, regular garbage collection, without open canal/trash dump site, etc)	20	20	
		available health care facilities but with poor garbage collection, etc or good sanitation but without health care facilities within the vicinity	10		
		no available health facilities and poor sanitation	0		
	3. adverse influence	Not applicable	0	0	
	4. property utilization	exclusive for office	10	10	
		for other commercial usage	0		
	5. Police and fire station	Within 2 km	15	15	
		Within 4 km	10		
		Within 6 km	5		
	6. Cafeterias	Within 50 m.	10	10	
		beyond 50 m.	0		
	7. Banking/ postal/ telecom	Within 2 km	15	15	
		Within 4 km	10		
		Within 6 km	5		
<b>Subtotal II</b>				<b>100</b>	
<b>III</b>	<b>Real Property</b>				
	1. Structural Condition	Concrete	30	30	
		Concrete & light materials	20		
		Light Materials	10		
	2. Functionality				

NEGOTIATED PROCUREMENT  
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ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
	a. Module	Not applicable	0	0	
	b. Room arrangement	With partitions	8	8	
		Without partitions	4		
	c. Circulation	Not applicable	0	0	
	d. Light & Ventilation	With sufficient electrical lights and outlets; proper ventilation	8	8	
		insufficient electrical lights and outlets and ventilation	4		
	e. Space requirements	Minimum of 450 sq. m. inclusive of parking area	8	8	
		Minimum of 450 sq. m. exclusive of parking area	6		
		Below 450 sq. m. exclusive of parking area	4		
	3. Facilities				
	a. Water supply and toilet	comfort rooms: 2 male, 1 female, 1 common; can accommodate PWD; sufficient water supply	6	6	
		common comfort room for male and female	3		
	b. Lighting system and power	With own meter (if with co-occupants - must provide sub-meter)	12	12	
		With own meter (if with co-occupants - without sub-meter)	6		
	c. Elevators	With elevators for more than two (2) floors	6	6	
		No elevators for more than two (2) floors	3		
	d. Fire escape	With fire escape/exits	6	6	
		Without fire escape/exits	0		
	e. Firefighting equipment	With fire extinguisher	6	6	
		Without fire extinguisher	0		
	4. Other requirements				
	a. Maintenance	Lessor to shoulder maintenance expense above PhP 5,000.00	10	10	
	b. Attractiveness	Not applicable	0	0	
	<b>Subtotal III</b>			<b>100</b>	
<b>IV</b>	<b>Free Services and Facilities</b>				
	1. Janitorial and security	Not applicable	0	0	
	2. Air Conditioning	Not applicable	0	0	
	3. Repair and maintenance	available on-call maintenance personnel for the facility provided by Lessor	50	50	
		No available on-call maintenance personnel for the facility	20		
	4. Water and light consumption	with 24/7 sufficient supply of potable water and electricity power	25	25	
	5. Secured parking space	with exclusive or secured parking space	25	25	

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
		no exclusive or secured parking space	10		
<b>Subtotal IV</b>				<b>100</b>	
<b>SUMMARY</b>					
I	Location and Site Condition			20	
II	Neighborhood Data			20	
III	Real Property			50	
IV	Free Service and Facilities			10	
<b>FACTOR VALUE</b>				<b>100</b>	

## 12. DETAILED EVALUATION AND COMPARISON OF BIDS

The bid 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.

## 13. POST QUALIFICATION

Submitted and other documents of the S/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).

## 14. TOTAL CONTRACT PRICE

The Total Contract Price shall be inclusive of all taxes and other related expenses/charges.

## 15. NOTICE TO LESSEE

- a. Supplier shall pick-up the Contract/Notice to Proceed (NTP) from NPC within five (5) calendar days from receipt of the Notice of Award.
- b. Failure to secure the contract/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

## 16. CONTRACT EFFECTIVITY

- a. The contract shall take effect immediately upon receipt of the Contract/NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

The Supplier shall make available the leased premises within seven (7) calendar days upon receipt of NTP.

## 17. TERMS OF PAYMENT

Advance rental, cash deposit and initial monthly rental shall be paid within thirty (30) days after submission of, but not limited to statement of account and contract.

## 18. LIABILITY OF THE SUPPLIER



NEGOTIATED PROCUREMENT  
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If after signing and accepting the Contract, the Supplier fails to make available the leased premises, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

**19. DAMAGE BY FORCE MAJEURE**

If the leased premises shall be damaged partially by fire or other causes without the fault of NPC, the damages shall be repaired at the expense of the Supplier.

**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.

**SUPPLIER'S BID QUOTATION**  
**NEGOTIATED PROCUREMENT**  
 (LEASE OF REAL PROPERTY OR VENUE – 53.10)

To: The BAC Chairman

I have read and examined the Terms of Reference for the Purchase Requisition (PR) No. S4-PIC22-017. I agree with the conditions of the TOR and offer the following with the specific description:

Lease of Building Offered/Address: \_\_\_\_\_

ITEM DESCRIPTION	Space Requirement (in sq. m.) (A)	Lease Duration (Months) (B)	Monthly Lease Rate per sq. m. (C)	Total Bid Price for seventeen (17) months lease period (in PhP) (A x B x C)
<b>RENTAL OF OFFICE SPACE FOR PROJECT IMPLEMENTATION CLUSTER C IN CAGAYAN DE ORO CITY</b>	450 sq. m. (inclusive of Parking Space)	17		
<b>TOTAL</b>	450 sq. m.			

Price Validity: \_\_\_\_\_

Contract Duration: Seventeen (17) Months

Attachments:

- (1) Building Floor Area (for Office Area and Parking Area)
- (2) Vicinity Map
- (3) Photo of the Building (façade) offered for Lease

\_\_\_\_\_  
 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 DATA**

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)	SUPPLIER'S DATA
<b>I.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	Accessible to any means of public transport	
	2. Topography and Drainage	good drainage system; not prone to flooding	
	3. Sidewalk and waiting shed	available sidewalk and waiting shed	
	4. Parking space	Available and sufficient free parking space for employees, clients and company's vehicles - can accommodate minimum of six (6) 4-wheel vehicle (cars, SUV, Pick-up, close van)	
	5. Economic potential	Not applicable	
	6. Land classification, utilization and assessment	Not applicable	
	7. Other added amenities	Not applicable	
<b>Subtotal I</b>			
<b>II</b>	<b>Neighborhood Data</b>		
	1. Prevailing rental rate	Peso / sq. m.	
	2. Sanitation and health condition	available health care facilities within 1 km and good sanitary conditions	
	3. adverse influence	no illegal settlers within the vicinity	
	4. property utilization		
	5. Police and fire station	Proximity	
	6. Cafeterias	Proximity to canteen or other food concessionaires	
	7. Banking/ postal/ telecom	Proximity	
<b>Subtotal II</b>			
<b>III</b>	<b>Real Property</b>		
	1. Structural Condition		
	2. Functionality		
	a. Module	Not applicable	
	b. Room arrangement		
	c. Circulation	Not applicable	
	d. Light & Ventilation		
	e. Space requirements	Minimum of 450 sq. m. inclusive of parking area	
	3. Facilities		

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)	SUPPLIER'S DATA
	a. Water supply and toilet	Available and standard provisions/ connection for water; minimum of 4 comfort rooms (male/female)	
	b. Lighting system and power	Available and standard provisions/ connection for light, power and ventilation. If there are other tenants, sub-meter must be provided.	
	c. Elevators	Available elevator for more than two (2) floors	
	d. Fire escape	With fire escape/exits	
	e. Firefighting equipment	With available fire extinguisher	
	4. Other requirements		
	a. Maintenance	Lessor to shoulder maintenance expense above PhP 5,000.00	
	b. Attractiveness	Not Applicable	
<b>Subtotal III</b>			
<b>IV</b>	<b>Free Services and Facilities</b>		
	1. Janitorial and security	Provided by NPC service providers	
	2. Air Conditioning	Provided by NPC	
	3. Repair and maintenance	Available on call maintenance personnel of Lessor	
	4. Water and light consumption	continuous supply of potable water and un-interrupted electric power	
	5. Secured parking space	must have available secured parking space	
<b>Subtotal IV</b>			

Name of Representative (with signature): \_\_\_\_\_  
 Name of Company: \_\_\_\_\_