

TERMS OF REFERENCE ALTERNATIVE MODE OF PROCUREMENT

(SMALL VALUE PROCUREMENT - 53.9)

1.Scope of Works (REF: _____ PR NO. <u>S3-AFD24-001</u>)

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"RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 7, NPC Compound, Mintal, Davao City"

- 1

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
1	RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 7, NPC Compound, Mintal, Davao City	1	LOT	1,000,000.00
	Scope of works.			
	 1.REPAIR OF STAFFHOUSE NO. 7 1.0Removal of damage roof , trusses and other steel elements in the existing structure due to corrosion. 2.0Removal of damage or brittle CHB walls. 3.0Removal of damage wood, carpentry and drywalls from existing parts due to termite infestation. 			
	 2.CLEARING OF EXISTING SITE 1.0Removal of debris from the removed parts of the existing structure. 2.0Clearing of grass, trees and onsite boulders or stones. 3.0Full cooperation shall be given to other trades to install embedded items. Provisions shall be made for setting items not place in the forms. 			
	 3. BUNK HOUSE & STORAGE HOUSE 1.0Setting of temporary bunk house for construction employees. 2.0Setting of temporary storage house for power tools, equipment and dry stored construction materials. 3.0Assembly of temporary fabrication area on cleared site. 			
	4.LAYOUT & EXCAVATION 1.oPlotting of assign location for septic tanks, catch basins and other construction elements that requires excavation.			
	5. COLUMNS			

1.0Retrofitting of reinforcements for damaged
columns. 2.0Fabrication and assembly of horizontal ties for
columns. 3.0Fabrication and assembly of wood formworks
for columns and beams. 4.0Mixing and pouring of machine mixed concrete
for columns.
6.SLAB
1.0Preparation for floor retrofitting with CHB. 2.0Preparation of electrical rough-ins and
2.0Preparation of electrical rough-ins and plumbing rough-ins.
3.0Laying of steel reinforcement for floor slab. 4.0Preparation of steel dowel for CHB
reinforcement.
5.0Mixing and pouring of machine mixed concrete for retrofitting slab flooring.
7. CHB FILLING
1.0Mixing and pouring of manual mixed mortar for
CHB for partitions and plumbing elements such as septic tank and catch basins.
2.0Preparation of steel reinforcements for the replacement of removed CHB file.
3.0Filing of CHB and mortar pouring for CHB
replacements.
8. REPAIR OF BEAMS 1.0Repair of existing beams and replace damaged
beam.
9. RAFTER & TRUSSES
1.0 Repair of existing rafter & trusses and replace damaged portion
2.0Repair of existing facia frames for gutter
10. ROOFING, GUTTER AND FLASHINGS
1.0 Repair of existing roofing, gutter and flashings and replace damaged roofing,
gutter and flashing
11. CONCRETE PLASTERING
1.0 Plastering of Interior & exterior CHB walls, roughing-ins for electrical line and
plumbing line.
12. DRYWALL, CEILING AND EAVES
1.0 Repair of existing drywall, ceiling and eaves. Replace damaged dry wall & ceiling (using
ficemboards) and for eaves use metal furring and metal studs frames.
13. ELECTRICAL WORKS(ref. Philippine Electrical Code)
1.0 Repair of existing electrical wiring, panel board, breakers, convenience outlet and
lighting outlet including receptacle and
lighting.
14. TILES 1.0 Repair of existing tiles at flooring, toilet &
bath (flooring & walling) and kitchen

	counter. 2.0 Apply tile adhesive, Curing and apply tiles grout.	
	3.0 Cleaning	
	15. FIXTURES	
	1.0 Repair of existing water lines, water closet,	
	lavatory and kitchen sink. 2.0 Repair of floor drain, faucets and showers.	
	16.DOORS AND WINDOWS	
	1.0 Repair of existing door jambs, doors, window frames and windows. Replace all damage parts including hinges, door knobs and window screen	
	17. CARPENTRY	
	1.0 Repair of existing kitchen cabinet using marine plyboard, assembly and painting.	
	18. EXTERIOR PLUMBING LINES	
	 Repair of existing downspouts. Repair of existing PVC pipes for catch basins 	
	and septic tanks. 3.0 Repair of PVC pipes for external waste.	
	19. PAINTING	
	1.0 Application of skimcoats and fillers. Then sanding and buffering for concrete walls and drywalls. Apply primer coats and top coats for concrete walls and drywalls.	
	20. PUNCHLISTING	
	1.0 Final inspection for concrete finish and drywall and ceiling finish.	
	2.0 Testing and commissioning of accessories (locks, door knobs, hinges)	
	3.0 Testing and commissioning of water supply and electrical supply.	
	4.0 Testing and commissioning of electrical loads	
	21. SITE CLEARING	
	 Clearing and disposal of site debris. Clearing of temporary bunk house and store 	
	house.	
	3.0 Soil tampering and levelling on building perimeter.	
	4.0 Cleaning of building interior for turnover.	
	22. TERMITE EXTERMINATION AND CONTROL SERVICES	
	1.0 Soil Treatment/poisoning . this covers service treatment done either by cordoning, drilling,	
	trenching or injection around the building close to	
	the outside walls. To control present infestation and reduce the possibility of future infestation	
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	TOTAL BID PRICE	1,000,000.00
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Notes:

•Bid offer must be within the ABC

•Warranty shall be at least Six (6) Months.

Note: This portion must include the complete technical specifications and the quantity of the requirement.

2. Delivery Period / Duration of Work

Delivery Period / Duration of Work shall not be later than (60) days calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

- 3. Delivery Point/ Project Location <u>NPC COMPOUND, Mintal, Davao City</u>
- 4. Bid SubmissionThe Bidder shall submit their sealed quotations through their authorized representative to be dropped in the designated drop box in the <u>SPUG Mindanao Central Office, Kumintang St., Mintal,</u> <u>Tugbok District, Davao City</u>

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 Single / Lowest Calculated Bid (S/LCB).

9. Detailed Evaluation and Comparison of Bids

The S/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

- a. Submitted documents of the S/LCB shall be subjected to post qualification evaluation.
- b. 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

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) days** after submission of complete supporting documents.

15. Warranty

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of <u>Six (6) months</u> from the date of final acceptance by the end-user.

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 signing and accepting the Purchase Order/Contract, the supplier fails to deliver the goods and/or services, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

18. 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 (NP-SMALL VALUE PROCUREMENT53.9)

To: The DBAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. <u>S3-AFD24-001.</u> I agree with the conditions of the TOR and offer the following with specific description:

ITEM NO. DESCRIPTION OF ITEM/S TO BE SUPPLIED (INCLUDE BRAND NAME) OFFERED BRAND/ MODEL QTY. UNIT of MEASURE UNIT PRICE (Php) TOTAL PRICE (Php) 1 RJO: To furnish labor, construction materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 7, NPC Compound, Mintal, Davao City 1 lot							
1 materials, tools/equipments and manpower expertise for the repair of 1-storey staff house no. 7, NPC Compound, Mintal, Davao City 1 Scope of works.		SUPPLIED	BRAND/	QTY.	of	PRICE	
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outlet and lighting outlet including			
receptacle and lighting.			
14. TILES			
1.0Repair of existing tiles at flooring,			
toilet & bath (flooring & walling) and			
kitchen counter.			
2.0Apply tile adhesive, Curing and			
apply tiles grout.			
3.0Cleaning			
15. FIXTURES			
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closet, lavatory and kitchen sink.			
2.0Repair of floor drain, faucets and			
showers.			
16.DOORS AND WINDOWS			
1.0Repair of existing door jambs,			
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1.0Final inspection for concrete finish			
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TOTAL BID PRIC	CE		L		
NOTE:					
 Bid offer must be within the ABC Warranty shall be for Six (6) Months 					
Duration of Work: : 60 days Delivery Point : NPC COMPOUND Terms of Payment : 30 days		Validity Varrant	: <u>120 ca</u> y Period : Si	lendar days x (6) month	

Name and Signature of Authorized Representative
Date _____
Company Name _____

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.



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT-Sec. 53.9)

Date

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. <u>S3-AFD24-001</u> Ref. No. <u>and submit the same</u> in a sealed envelope to be dropped in the designated drop box at the Procurement Office, NPC-SPUG Davao, Decentralized Bids and Awards Committee (DBAC), Kumintang St., Mintal, Tugbok Dist. **on or before** <u>10:00AM</u> of <u>4 March, 2024</u>.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

1.Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A")

For Red or Blue Members:

a. Valid Mayor's Permit

b. PhilGEPS Registration Number;

- 2. Latest Income Tax Return/Business Tax return; (ABC above Php 500,000.00 only)
- Omnibus Sworn Statement (ABC above Php 500,000.00 only) a. Standard Form No: NPCSF-GOODS-07
- 4. Professional License/Curriculum Vitae (for Consulting Services)
- 5. PCAB License (Size Range: Small A, License Category: Trade/E)

6. Other documents: <u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to</u> the contract to be bid (NPCSF-GOODS-03)

The Warranty Period shall be for Six (6) Months.

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder (s).

For further inquiries, please contact DBAC Secretariat, <u>MR. DARYL B. DAODAOANG</u> at telephone no/s. (082) 293-0657 / 293-0610.

Very truly yours,

MARVIE L. CASTROVERDE Plant Superintendent, Kalamansig DPP Chairman, DBAC-*Eastern Mindanao Area* [Jurat] [Format shall be based on the latest Rules on Notarial Practice]

Standard Form No: NPCSF-GOODS-07

Omnibus Sworn Statement (Revised)

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] Standard Form Number: NPCSF-GOODS-03

The Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid

 Business Name
 :______

 Business Address
 :______

	a. Owner's Name	Contractor's F	Role	a. Amount at Award	a. Date Awarded	
Name of Contract	b.Address c.Telephone Nos.	Nature of Work	Description	%	b. Amount at Completion c. Duration	b. Contract Effectivity c. Date Completed

- Notes: 1. The bidder must state only one (1) Single Largest Completed Contract (SLCC) similar to the contract to be bid.
 - Supporting documents such as any of the following: Certificate of Acceptance; or Certificate of Completion; or Official Receipt (O.R); or Sales Invoice for the contract stated above shall be submitted during Bid Opening.

Submitted by

: _____(Printed Name & Signature)
: _____

Designation

Date

TERMS OF REFERENCE Small Value Procurement- 53.9 (PR No. <u>S3-AFD24-001</u>) Page 14 of 11