



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

Sir/Madam:

Please provide us with your best quotation for the item/s as specified in **PR No. S3-SIA23-014** based on General Conditions in the Terms of Reference (TOR) the Bid Proposal Shall be submitted by the bidder in a sealed envelope directly at SPUG-MOD office building via email or using the drop box located at the lobby at HC Building, Gov. Camins Ext., Sta. Maria, Zamboanga City on or Before **9:00 AM of 17 August 2023**.

The following documents must be submitted together with your quotation:

1. Valid Mayor's Permit
2. PhilGEPS Registration Number / PhilGEPS Certificate
3. Omnibus Sworn Statement
4. Other Documents (please refer to the attached TOR)

to Php 500,000.00 –Engineering Services

Above Php 500,000.00 – PCAB License (Category E/Trade)

In case of no bid or insufficient number of Supplier submitted bid as required, the deadline for submission may be extended or a re-canvass may be conducted without prior notice to any previous bidder(s).

The RFQ/Bid Proposal shall be submitted by the bidder to NPC on the manner of submission based on the ABC as follows:

Approved Budget for the Contract (ABC)

Up to Php 50,000.00 - via e- mail/ bid proposal to procurement officer

Above Php 50,000.00 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the DBAC Secretariat, Mr. Jeziel F. Montulo at Email Add: jfmontulo@napocor.gov.ph and telephone No. 992-7754.

Very truly yours,


RAUL B. MORALES

Chairman, Bids and Awards Committee
SPUG-Mindanao Operations Department

HC Bldg. Gov. Camins Ext., Sta. Maria
Zamboanga City
Tel. No. 992-7754
Email Add: procurementzamboanga@gmail.com



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

1. PROJECT DESCRIPTION: LOT RENTAL OF A 900 SQ. MTR. FOR ONE(1) YEAR CONTRACT FROM SEPTEMBER 1, 2023 TO AUGUST 31, 2024 UNDER PR NO. S3-SIA23-014

APPROVED BUDGET FOR THE CONTRACT

ITEM NO.	DESCRIPTION	QTY	ABC(PHP)
1	LOT RENTAL OF A 900 SQ. MTR. FOR ONE(1) YEAR CONTRACT FROM SEPTEMBER 1, 2023 TO AUGUST 31, 2024	ONE (1) LOT	300,000.00
	Approved Budget for the Contract (ABC)		300,000.00

Note/s:

The SIASI DPP-WMOD of NPC-SPUG 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 (%)
I.	Location and Site Condition		
	1. Accessibility	accessible to any means of public transport	35
	2. Topography and Drainage	Flat Land adjacent to Siasi DPP	35
	3. Sidewalk and waiting shed		0
	4. Parking space		0
	5. Economic potential		10
	6. Land classification, utilization and assessment	Agricultural Land	20
	7. Other added amenities		0
	Subtotal I		100
II	Neighborhood Data		
	1. Prevailing rental rate	Peso / sq. m.	20
	2. Sanitation and health condition		20
	3. Adverse influence		20
	4. Property Utilization		30
	5. Police and fire station	Proximity	10
	6. Banking/postal/telecom	Proximity	0
	Subtotal II		100
III	Real Property		
	1. Structural Condition		0
	2. Functionality		
	a. Module		0
	b. Room arrangement		0
	c. Circulation		0
	d. Light and Ventilation		0
	e. Space requirements	Adjacent lot	80

	3. Facilities		
	a. Water supply and toilet		0
	b. Lighting system, power and ventilation		0
	c. Elevator		0
	d. Fire escape		10
	e. Firefighting equipment		0
	4. Other requirements		
	a. Maintenance	Proximity	10
	b. Attractiveness		0
Subtotal III			100
IV	Free Services and Facilities		
	1. Janitorial and Security		0
	2. Air Conditioning		0
	3. Repair and Maintenance	Adjacent lot for maintenance activities	80
	4. Water and Light Consumption		0
	5. Secured parking space		20
Subtotal IV			100
	SUMMARY		
I	Location and Site Condition		30
II	Neighborhood Data		20
III	Real Property		40
IV	Free Services and Facilities		10
		FACTOR VALUE	100

2. CONTRACT/LEASE DURATION

The lease contract shall be for a period of one (1) year.

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 5th 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.	Location and Site Condition				
	1. Accessibility	Near Sea Port	50	60	
		Near Airport	0		
		Accessible by PUJ	5		
		Accessible by PUB	5		
		Accessible by Taxi	0		
	2. Topography and Drainage	Not prone to flooding during heavy rains, with sufficient drainage	30	30	
		with drainage but may flood due to heavy rains	0		
		Without drainage and may flood due to heavy rains	0		
	3. Sidewalk and waiting shed	With sidewalk and waiting shed	0	0	
		With sidewalk, no waiting shed	0		
		Without both sidewalk and waiting shed	0		
	4. Parking space	Can accommodate at least ten (10) vehicles minimum	0	0	
		Cannot accommodate at least ten (10) vehicles	0		
		No parking space	0		
	5. Economic potential			0	
	6. Land	Commercial	0	10	
		Industrial	0		

	classification, utilization and assessment	Residential	10		
	7. Other added amenities	With added amenities	0	0	
Subtotal I				100	
II	Neighborhood Data				
	1. Prevailing rental rate	Rank 1 (lowest bidder)	30	30	
		Rank 2	20		
		Rank 3	10		
		Rank 4	0		
		Rank 5 and higher	0		
	2. Sanitation and health condition	Near Hospital(s), clinics, drugstores	20	20	
		Presence of any of three (3) conditions: near factories, trash dump site or open canal or creek	15		
		Presence of 2 or more of cited conditions	10		
	3. adverse influence	far from illegal settlers	0	0	
		near illegal settlers	0		
	4. property utilization	exclusive for office	0	0	
		for other commercial usage	0		
	5. Police and fire station	Within 5 km	20	20	
		Within 6 km	0		
		Within 7 km	0		
	6. Cafeterias	Within 50 m.	10	10	
		beyond 50 m.	0		
	7. Banking/ postal/ telecom	Within 2 km	20	20	
		Within 3 km	0		
		Within 4 km	0		
Subtotal II				100	
III	Real Property				
	1. Structural Condition	Concrete	0	0	
		Concrete & light materials	0		
		Light Materials	0		
	2. Functionality				
	a. Module	One Storey facility	0	0	
		more than one storey facility	0		
	b. Room arrangement	With partitions	0	0	
		Without partitions	0		
	c. Circulation		0	0	
	d. Light & Ventilation	with sufficient electrical lights and outlets	0	0	
		insufficient electrical lights and outlets	0		
	e. Space requirements	Minimum of 500 sq.m. office floor area; 200sq.m. parking area	0	0	
		below 500sq.m. office floor area; below 200sq.m. parking area	0		
	3. Facilities				
	a. Water supply and toilet	comfort rooms: 1 male, 2 female, 1 common; can accommodate PWD; sufficient water supply	0	0	

		common comfort room for male and female	0		
	b. Lighting system and power	With own meter (if with co-occupants - must provide sub-meter)	0	0	
		With own meter (if with co-occupants - without sub-meter)	0		
	c. Elevators	With elevators for more than two (2) floors	0	0	
		No elevators for more than two (2) floors	0		
	d. Fire escape	With fire escape/exits	0	0	
		Without fire escape/exits	0		
	e. Firefighting equipment	With fire extinguisher	0	0	
		Without fire extinguisher	0		
	4. Other requirements				
	a. Maintenance	Lessor to shoulder maintenance expense above PhP 25,000.00	0	0	
	b. Attractiveness		0	0	
Subtotal III				0	
IV	Free Services and Facilities				
	1. Janitorial and security		0	0	
	2. Air Conditioning		0	0	
	3. Repair and maintenance	available on-call maintenance personnel for the facility provided by Lessor	0	0	
		No available on-call maintenance personnel for the facility	0		
	4. Water and light consumption	with 24/7 sufficient supply of potable water and electricity power	0	0	
	5. Secured parking space	with exclusive or secured parking space	0	0	
		no exclusive or secured parking space	0		
Subtotal IV				0	
SUMMARY					
I	Location and Site Condition			50	
II	Neighborhood Data			50	
III	Real Property			0	
IV	Free Service and Facilities			0	
FACTOR VALUE				100	

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

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. S3-SIA23-014. 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 twelve (12) months lease period (in PhP) (A x B x C)
RENTAL OF OFFICE BUILDING FOR SPUG - MINDANAO OPERATIONS DEPARTMENT				
Office Space		12		
Parking Space				
TOTAL				

Terms of Payment: _____

Price Validity: _____

Contract Duration: One (1) Year

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.

OMNIBUS SWORN STATEMENT
(PARTNERSHIP/CORP/COOP/JV)

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. I am the duly authorized and designated representative of *[Name of Bidder]*_____ with office address at *[address of Bidder]*_____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]*_____ in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
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. 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 with the eligibility requirements under **ITB** Clause5 of the bidding documents;
8. *[Name of Bidder]*_____ will accept corrections made to our bid to consider computational errors, omissions and other bid modifications, which shall be calculated in monetary terms to determine the calculated prices;
9. *[Name of Bidder]*_____ is free and clear of all tax liabilities to the government;
10. *[Name of Bidder]*_____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examined and accepted all of the Terms and Conditions of the Bidding Documents;

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- b) Conducted site inspection and acknowledged all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any;
 - d) Inquired or secured Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
11. *[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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

*Name and Signature of
Bidder's Representative/Authorized Signatory*

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY)SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20_____, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.