



## 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 NUM.: S3-SIB25-003** 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 January 30, 2025**

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. The Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.
5. 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-cavass 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](mailto:jfmontulo@napocor.gov.ph) at Email Add: [jfmontulo@napocor.gov.ph](mailto:jfmontulo@napocor.gov.ph) and telephone No. 992-7754.

Very truly yours,

**RAUL B. MORALES**

Chairman, Bids and Awards Committee  
SPUG-Mindanao Operations Department



Small Power Utilities Group  
**Mindanao Operations Department**  
NPC Compound, Kumintang St., Mintal, Tugbok Dist., Davao City  
Email: [mod@napocor.gov.ph](mailto:mod@napocor.gov.ph)  
Telfax No. (082) 293-0610/(082) 293-0657





Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT – 53.9)**

1. Scope of Works: PR NO. S3-SIB25-003 / REF NO. \_\_\_\_\_

For the Supply and Delivery of: VARIOUS CHEMICAL FOR SIBUTU DPP

Item No.	DESCRIPTION	QTY.	ABC (,PhP)
1	CLEANER DEGREASER, WATER SOLUBLE, Safety Solvent Cleaner, Non-Acidic, Non-Flammable, Non-Petroleum Based, Non-Corrosive & Safe to skin, can be diluted up to 64gals of water. Packed in 3.8lit/gal	8 GAL	15,000.00
2	COOLANT, Chemically Formulated for Engine Extended Life Coolant (ELC), Specification: Appearance – red or Green, Pre-mix type coolant, packed in 20liters/Pail. Suitable for all types of Diesel Engine.	10 PAIL	100,000.00
3	GENERATOR CLEANER, High Di-electric strength up to 40,000V, Non-acidic, No residue, medium dry, plastic safe & biodegradable. Packed in 3.8lit./gal	2 GAL	7,600.00
4	LUBRICANT Diesel Engine Oil Additives / Oil Treatment for extra engine protection, Helps protect against engine wear, with Zinc, anti-wear agents, reduce oil burning & lubricate moving engine parts. Packed in 450ml./bot	25 BOT	10,500.00
TOTAL AMOUNT			<b>133,100.00</b>
Notes: <ul style="list-style-type: none"><li>• <b>Warranty</b> shall be at least <b>SIX (6) MONTHS</b></li><li>• <b>Mode of Award</b> is <b>LOT AWARD</b></li></ul>			

**APPROVED BUDGET FOR THE CONTRACT: PHP133,100.00**

2. **Delivery Period**

Delivery Period shall not be later than **30 DAYS** upon receipt of the Purchase Order / Notice to Proceed.

3. **Delivery Point**

Items shall be delivered at **PLANT SITE**

4. **Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

Each Bidder must submit two (2) copies of the first and second components of its Bid, marked Original and Photocopy. Only the original copy will be read and considered for the bid.

Any misplaced documents outside of the Original copy will not be considered. The photocopy is **ONLY FOR REFERENCE**.

## 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.

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

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**

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of one (1) year 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 but not to exceed ten percent (10%) of the total contract price. 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.

----- remaining spaces are intentionally left blank -----

**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/s. **S3-SIB25-003** 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	CLEANER DEGREASER, WATER SOLUBLE, Safety Solvent Cleaner, Non-Acidic, Non-Flammable, Non-Petroleum Based, Non-Corrosive & Safe to skin, can be diluted up to 64gals of water. Packed in 3.8lit/gal	8 GAL		
2	COOLANT, Chemically Formulated for Engine Extended Life Coolant (ELC), Specification: Appearance – red or Green, Pre-mix type coolant, packed in 20liters/Pail. Suitable for all types of Diesel Engine.	10 PAIL		
3	GENERATOR CLEANER, High Di-electric strength up to 40,000V, Non-acidic, No residue, medium dry, plastic safe & biodegradable. Packed in 3.8lit./gal	2 GAL		
4	LUBRICANT Diesel Engine Oil Additives / Oil Treatment for extra engine protection, Helps protect against engine wear, with Zinc, anti-wear agents, reduce oil burning & lubricate moving engine parts. Packed in 450ml./bot	25 BOT		
TOTAL BID PRICE				

\_\_\_\_\_  
 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**  
**(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;

*Standard Form Number: NPCSF-GOODS-07b*  
*Page 2 of 2*

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: \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_