

NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION (NP- HIGHLY TECHNICAL CONSULTANTS - 53.7.ii)

15 AUGUST 2024

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-ASE24-001** Ref. No. HTC240827 - RA00387 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 9:30 A.M. of 27 AUGUST 2024.**

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, a valid/updated Mayor's Permit must also be submitted.

For Red or Blue Members:

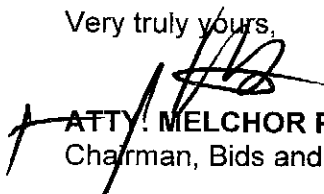
- Business Permit **or** BIR Certificate of Registration as Consultant
- PhilGEPS Registration Number ;
- Curriculum Vitae

2. Other documents : **please refer to attached TOR**

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. Ardee A. Alcancia** at telephone no/s. 8- 9245-300 loc 5208 / Fax No.8- 922-1622 / email address: bcsd@napocor.gov.ph or mraalcancia@napocor.gov.ph

Very truly yours,


ATTY. MELCHOR P. RIDULME
Chairman, Bids and Awards Committee



NATIONAL POWER CORPORATION

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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)
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NATIONAL POWER CORPORATION

TERMS OF REFERENCE ALTERNATIVE METHODS OF PROCUREMENT (NP-HIGHLY TECHNICAL CONSULTANTS - 53.7.ii)

1. PR NO. HO-ASE24-001/ Ref. No. HTC 240827 - RA00387

Consultancy Services for Access to Sustainable Energy Project (ASEP) Office

PR Item No.	POSITION TITLE	QTY	ABC (PHP)
1	FINANCIAL SPECIALIST FOR SUBMISSION OF CY2023 FINANCIAL STATEMENT FOR ACCESS TO SUSTAINABLE ENERGY PROJECT (ASEP) <i>-See attached Annex "A" for detailed Scope of Work-</i>	1 LOT	200,000.00
TOTAL AMOUNT PHP			200,000.00

APPROVED BUDGET FOR THE CONTRACT: PHP 200,000.00

2. Documents to be submitted:

- a) Curriculum Vitae or Personal Data Sheet
- b) Certificate of PhilGEPS Registration
- c) BIR Certificate of Registration as a Consultant

3. Contract Duration

Duration of contract shall be for a period of six (6) months, renewable at the option of the Head of Procuring Entity (HoPE), but in no case shall it exceed the term of the latter.

4. Total Contract Price

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

5. Terms of Payment

A. Ceiling

NPC shall pay the **Financial Specialist** for services delivered an amount not to exceed a ceiling of **Two Hundred Thousand Pesos (PHP 200,000.00)**. This amount has been established based on the understanding that it includes all of the **Financial Specialist** cost and profits as well as any tax obligation that may be imposed on the **Financial Specialist**.

Handwritten signature/initials.

B. Payment Conditions

Contract payment shall be made in Philippine Peso in two (2) tranches (1st Tranch-60% upon submission of FS to the COA and 2nd Tranch-Remaining 40% upon approval of the FS and other clearances from NPC).

Payment shall be made to **Financial Specialist** bank account. (If payment by bank wire is not possible, prior bank approval to apply cash payments option shall be obtained).

The **NPC** reserves the right to withhold payment of the stipulated fee until and unless the **Financial Specialist** shall have submitted to the **NPC** the requirements prescribed by the **NPC**.

The final and last installment shall become due and payable to the **Financial Specialist** only upon compliance with the following requirements, namely: (1) Submission of Final Job Accountability in the form and substance acceptable to the **NPC**, (2) Proper turn-over of records, documents and properties that are in the possession of the **Financial Specialist** and (3) Clearance to be issued by the **NPC**, which shall be the basis for the processing and preparation of the check payment covering the **Financial Specialist** final and last fee.

6. Mode of Procurement

The consultancy contract shall be procured in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184 (updated as of 03 July 2023). Specifically, it shall be procured under Rule XVI, Alternative Methods of Procurement, Section 53.7, Negotiated Procurement, Highly Technical Consultants.

7. Deliverables

Please refer to detailed scope of work marked as **Annex "A"**.

8. Qualification/Professional Experience

Please refer to detailed scope of work marked as **Annex "A"**.

9. Termination of Contract

NPC may terminate the contract with at least fourteen (14) days prior written notice to the **Financial Specialist** after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause:

If the **Financial Specialist** does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the **NPC** may have subsequently approved in writing;

If the **Financial Specialist** becomes insolvent or bankrupt;

If the **Financial Specialist**, in the judgement of the NPC, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract;

9. Disclosure of Relations

The bidder shall comply with the provision of Section 47 of RA 9184 and its revised IRR on disclosure of relations.

10. Administrative Sanctions

Bidder shall likewise be imposed the rules as stated in Section 69 (Imposition of administrative penalties) should there be infractions committed.

Should there be infractions, the appropriate sanctions provided under Section 69 (Item 69.1) of the 2016 Revised IRR shall be imposed against the bidder.

11. 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 intentionally left blank----

**SCOPE OF WORK
(FINANCIAL SPECIALIST)**

Position Title	FINANCIAL SPECIALIST
Objective	<ul style="list-style-type: none"> • Prepare and provide to the World Bank the CY 2023 Audited FS of the ASEP-PMO not later than 06 December 2024. • Officially transact with the World Bank and other agencies regarding the completion/acceptance of the said FS.
Methodology and Scope of Work	<ol style="list-style-type: none"> 1. The recording, analysis, reconciliation of ASEP financial transactions and the preparation of interim and annual Financial Statements and other financial reports to the World Bank, NPC management and other stakeholders. 2. Coordinate with NPC and COA on the FS activities. 3. Submit the audited FS to the World Bank. 4. Assist NPC in the compliance with COA audit observations, if any. 5. Services on financial management matters to meet the objectives of the project.
Deliverables	<ul style="list-style-type: none"> • 2023 interim FS of the NPC implemented ASEP before 15 August 2024. • 2023 Audited FS of the NPC implemented ASEP on or before 06 December 2024. • NPC reports and compliances with COA Audit observations, if any on or before 31 December 2024.
Qualification/Professional Experience	<p>Essential</p> <ol style="list-style-type: none"> 1. At least 5 years' financial experience in procurement, budget, and FS processes and procedures. 2. Experience in Philippine finance, budget and bank's law and procedures. 3. Demonstrated good written and oral communication skills <p>Desirable</p> <p>Experience working in the Philippines' Electric Power Industry or similar context</p>
Terms / Manner of Payment	<ul style="list-style-type: none"> • Contract payment shall be made in Philippine Peso in two (2) tranches (1st Tranch-60% upon submission of FS to the COA and 2nd Tranch-Remaining 40% upon approval of the FS and other clearances from NPC).

	<p>the COA and 2nd Tranch-Remaining 40% upon approval of the FS and other clearances from NPC).</p> <ul style="list-style-type: none">• Payment shall be made to Financial Specialist bank account. (If payment by bank wire is not possible, prior bank approval to apply cash payments option shall be obtained).• The NPC reserves the right to withhold payment of the stipulated fee until and unless the Financial Specialist shall have submitted to the NPC the requirements prescribed by the NPC.• The final and last installment shall become due and payable to the Financial Specialist only upon compliance with the following requirements, namely: (1) Submission of Final Job Accountability in the form and substance acceptable to the NPC, (2) Proper turn-over of records, documents and properties that are in the possession of the Financial Specialist and (3) Clearance to be issued by the NPC, which shall be the basis for the processing and preparation of the check payment covering the Financial Specialist final and last fee.
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**SUPPLIER'S BID QUOTATION
(NP- HIGHLY TECHNICAL CONSULTANTS - 53.7.ii)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-ASE24-001**. I agree with the conditions of the TOR and offer the following supplies with specific description:

POSITION TITLE / ITEM NO.	QTY	TOTAL PRICE (PHP)
CONSULTANCY SERVICES for (Indicate Position Title) ITEM NO. _____	1 lot	
NPC REQUIREMENTS		REMARKS
<ul style="list-style-type: none"> • Scope of Work • Deliverables • Submission of Reports/Outputs • Contract Duration • Qualification Requirements 		COMPLY
TOTAL BID PRICE		PHP

Signature over Printed Name

Designation

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.