



## National Power Corporation

### REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

26 April 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-CRT22-010 Ref. No. SVP220505 - FF 00108 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 05 May 2022.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

2. **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:

- a. Valid Mayor's Permit showing the expiry date
- b. PhilGEPS Registration Number;

3. Other documents:

Additional Documentary Requirements, if applicable:

- ☒ Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- ☐ Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- ☐ Professional License/Curriculum Vitae (for Consulting Services only);
- ☐ PCAB License (for INFRA Projects only);

The Warranty Period shall be: \_\_\_\_\_

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, Mr. Francis Papagayo at telephone no. 921-3541 / local no. 5776 / Fax No. 922-1622 with e-mail address at francisp.napocor@gmail.com.

Very truly yours,

**ATTY. ROGEL T. TEVES**

Vice President, PES and  
Chairman, Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
Tel. Nos. (632) 921-3541 to 80 • Fax No. (632) 921-2468  
Website: www.napocor.gov.ph

AFG-LOG- 004.F02

Rev. No. 0

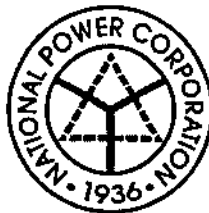
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Republic of the Philippines  
NATIONAL POWER CORPORATION

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

**Scope of Works: PR NO. HO-CRT22-010 / REF NO. SV/P220305- TF 00106**

**Preventive Maintenance on a Quarterly Basis – ROWE RCS4000**

PR Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Preventive Maintenance on a Quarterly Basis – ROWE RCS4000	1 Lot	95,000.00
<b>TOTAL AMOUNT</b>			<b>95,000.00</b>
Notes: - See Attached <b>Technical Specification / Scope of Works</b> - Mode of Award: Lot Award - Contract Duration: <b>One (1) year</b>			

**APPROVED BUDGET FOR THE CONTRACT: PhP 95,000.00**

**1. Delivery Period**

Delivery Period shall not be later than **Seven (7) Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**2. Delivery Point**

Items shall be delivered at **NPC Head Office, Diliman, Quezon City.**

**3. Bid Submission**

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

**4. Late Bids**

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

**5. 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.

**6. Bid Price Validity**

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

**7. Eligibility Criteria**

- Bids shall be checked using the PASS / FAIL Criteria for Legal, Technical and Financial components.
- From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Bid (LCB).

## SCOPE OF WORK

RE: PR No. HO-CRT22-010 "Preventive Maintenance on a Quarterly Basis  
– ROWE RCS4000"

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1. NPC needs 1-year preventive maintenance of ROWE Large Format Multifunction Printer Model RCS4000 with Serial No. 182976 installed at Central Records and Technical Documents Division (CRTDD).
2. CONTRACTOR shall agree to render **quarterly** maintenance/inspection service on the above mentioned machine within the following terms and conditions:
  - a) Clean, oil, adjust and test the machine every **three (3) months**;
  - b) Install (during scheduled inspections or emergency service visits) any required parts and/or assemblies made necessary by normal wear **FREE OF CHARGE**, excluding the following parts: Drum Package (drum, developer and cleaning blade) fuser roller and heater lamps;
  - c) Major and minor repairs shall be covered by scheduled maintenance inspection visits;
  - d) Inspect/Check-up and troubleshoot the machine including software support **during emergency cases** due to unexpected non-operational condition of the machine;
  - e) Operating hours for services on machine are Mondays – Fridays, from 8:00am to 5:00pm, excluding Holidays;
  - f) Services provided for herein do not include labor cost and cost of materials and parts to repair damages caused by rat infestation, accidents, misuse or willful destruction, fire, war, strikes or other calamities.
3. All price proposals shall be VAT inclusive.
4. Contract duration shall be for **one (1) year** from date of effectivity. However, in case of loss of trust and confidence to CONTRACTOR, NPC shall have the exclusive right to terminate the Contract, thirty (30) days upon written notice to CONTRACTOR.
5. Contract service shall be effective seven (7) days upon issuance of the Notice to Proceed.
6. Maintenance Report shall be submitted to NPC for every activity rendered by the Contractor.

## 7. Payment

- For and in consideration of the services rendered by the Contractor to NPC, the latter shall pay the former, on a quarterly basis inclusive of Value Added Tax (VAT) of Twelve Percent (12%), subject to government accounting procedures. The price shall not be subject to any adjustment for the duration of the Contract.
- NPC shall not in any case be liable for any interest penalty for delayed payments nor to any loss or damage beyond NPC's control such as forced majeure.

Prepared by:

  
**A. G. I. LANTING**  
Records Management Officer B

Reviewed by:

  
**L. M. ESCLANDA**  
Section Chief

Approved by:

  
**R. M. MANANSALA**  
Manager, CRTDD

**8. 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.

**9. Post-qualification**

Submitted documents of the 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).

**10. Total Contract Price**

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

**11. 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.

**12. 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.

**13. Terms of Payment**

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

**14. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty), unless specifically required in the scope of works.

**15. 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).

**16. 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).

**17. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

**18. Administrative Sanctions**

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

**19. 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) Number. **HO-CRT22-010**. 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)
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 (Revised)**  
*(shall be submitted with the Bid)*

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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]*