



National Power Corporation

REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT - 53.9)

07 July 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR Nos. HO-BBW22-007 and HO-MWA22-004 Ref. No. SVP220628-AD00255(SVP2) 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 AM of 21 July 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, Albert S. Dizon at telephone no. 8924-5239 / Fax No. 8922-1622 with e-mail address at asdizon@napocor.gov.ph or bongfeb13@yahoo.com.

Very truly yours,

Signature of Rene B. Barruela
RENE B. BARRUELA
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



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Republic of the Philippines  
NATIONAL POWER CORPORATION

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

1. **Scope of Works:** PR NOS. HO-BBW22-007 and HO-MWA22-004 /  
Ref. No. SVP220628-AD00255 (SVP2)

**For the Supply of Labor, Materials, Maintenance and Repair of NPC Transport Vehicles**

<b>Package 2 - PR No. HO-BBW22-007 (Motor Vehicle Mitsubishi Strada 4x4 Pick-Up 2010 Model)</b>			
<b>Item No.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>ABC (PhP)</b>
1	Supply of Labor for the Repair & Maintenance of Motor Vehicle, Auto Detailing/Interior Detailing, Engine Wash/ Engine Detailing <i>(See attached Scope of Work)</i>	1 LOT	10,500.00
<b>TOTAL</b>			<b>Php 10,500.00</b>

<b>Package 4 - PR No. HO-MWA22-004</b>			
<b>Repair and Maintenance of Transport Vehicles</b>			
<b>Item No.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>ABC (PhP)</b>
<b>A. Aircon Repair of Mitsubishi Strada 2010 Model</b>			
<b>Labor and Parts for Replacement</b>			
1	Evaporator	1 pc	7,500.00
2	Expansion Valve	1 pc	1,200.00
3	Filter Dryer	1 pc	1,200.00
4	141B for Flushing	2 kg	1,000.00
5	Assorted O-rings	10 pc	200.00
6	Compressor Oil <i>in the qty of measure earlier!</i>	1 cup	100.00
7	Refrigerant (Freon)	1 lot	800.00
8	Labor	1 lot	3,000.00
Sub-Total			15,000.00
<b>B. Aircon Repair of Mitsubishi Canter Truck Model 2006</b>			
<b>Labor and Parts for Replacement</b>			
1	Evaporator	1 pc	7,500.00
2	Expansion Valve	1 pc	1,200.00
3	Filter Dryer	1 pc	1,200.00
4	141B for Flushing	2 kg	1,000.00
5	Assorted O-rings	10 pc	200.00
6	Compressor Oil	1 cup	100.00
7	Refrigerant (Freon)	1 lot	800.00
8	Labor	1 lot	3,000.00
Sub-Total			15,000.00

<b>C. Engine &amp; EGR Tune-up of Mitsubishi Strada 2010 Labor and Parts for Replacement</b>			
1	Amsoil 100% Synthetic	8 pc	4,400.00
2	Genuine Oil Filter	1 pc	850.00
3	Genuine Fuel Filter	1 pc	1,800.00
4	Genuine Air Filter	1 pc	2,500.00
5	Mitsubishi Coolant	8 ltr	3,200.00
6	Mitsubishi Power Steering Fluid	1 ltr	400.00
7	Manual Transmission Oil	3 ltr	2,250.00
8	Differential Gear Oil	3 ltr	1,200.00
9	Brake Fluid	500 ml/bot	200.00
10	Brake Cleaner	1 pc	200.00
11	Labor	1 lot	3,000.00
	Sub-Total		20,000.00
Total (Package 4)			Php 50,000.00
<b>GRAND TOTAL (Package 2 &amp; 4)</b>			<b>Php 60,500.00</b>

**Note/s:**

A. Mode of Award is per Package Basis:

Package 2 -HO-BBW22-007	Supply of Labor for the Repair & Maintenance, Auto Detailing/Interior Detailing, Engine Wash/ Engine Detailing of Mitsubishi Strada 4x4 Pick-Up 2010 Model
Package 4 -HO-MWA22-004	Repair and Maintenance of Transport Vehicles

- o The items per package are group together in one (1) lot. Partial bid per package is not allowed. Bidders shall have the option of submitting a proposal on any or all packages and evaluation and contract award will be undertaken on a per package basis.
- o The bidders bid offer must be within the ABC per package and ABC per items.
  - B. Warranty for labor and parts shall be at least three (3) months
  - C. Indicate brand and submit specifications/brochures to support the offer item
  - D. See attached sheet for the additional Technical Specifications and Scope of Works

**2. Delivery Period**

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

**3. Delivery Point**

Items shall be delivered at:

**Package 2:** NPC-Buhi Barit Watershed Area Team Office, Sta. Justina, Camarines Sur.

**Package 4:** NPC-Makban Waterhsed Area Team Office, Brqy. Bitin, Bae, Laguna.

**4. Bid Submission**

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

**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 Quotation (LCQ).

**9. Detailed Evaluation and Comparison of Bids**

The LCQ 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 S/LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Quotation (S/LCRQ).

**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**

Warranty is dependent upon the nature/type of the item which is included in the offer (i. e. Manufacturer's Warranty).

**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 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.

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**SUPPLIER'S BID QUOTATION  
 (SHOPPING 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-BBW22-007 & HO-MWA22-004** 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 (Php)
<b>TOTAL</b>				

\_\_\_\_\_  
 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.*



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
SUPPLY OF LABOR FOR THE REPAIR AND MAINTENANCE OF BBWAT  
SERVICE VEHICLES**

**1. Scope of Works (PR No.: HO-BBW22-007)**

**To supply of labor for the repair and maintenance of BBWAT Service Vehicles-auto detailing/interior detailing, engine wash/engine detailing**

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**Mitsubishi Strada, 4x4, 2010 Model**

For the Supply of Labor for the Repair and Maintenance of BBWAT Service Vehicles through auto detailing/interior detailing, engine wash/engine detailing. The auto detailing/interior detailing, engine wash/engine detailing shall consist of the following scope of works:

- |                                       |  |
|---------------------------------------|--|
| 1. Exterior hand car wash / dry       | 12. Doors & Door Jambs                               |
| 2. Tire Dressing                      | 13. Vent Cleaning                                    |
| 3. Windows Inside / Out               | 14. Steam Clean Floor Mats                           |
| 4. Dashboard, Headliner & Console     | 15. Air Sanitation – sanitize and sterilize interior |
| 5. Vacuum Interior & Deodorize        | 16. Plastic, vinyl clean & conditioning              |
| 6. Steam Clean & Shine Wheels         | 17. Polish fender wells, moldings, and chrome trim   |
| 7. Seats                              | 18. Leather seats cleaned & conditioning             |
| 8. Premium Hand Wax Exterior          | 19. Swirl removal                                    |
| 9. Conditioning Carpet and Upholstery |  |
| 10. Bug removal                       |  |
| 11. Steam Clean & Shine Rims          |  |

**Note:**

*The Contractor/ supplier shall provide and do all necessary works not explicitly specified in the program of works but essential to the completion of the project and as per direction of the end user.*

**APPROVED BUDGET FOR THE CONTRACT: PhP 10,000.00**

**2. Delivery Period**

Delivery Period shall be not later than 30 calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

NATIONAL POWER CORPORATION  
Makban Watershed Area Team  
PR NO. HO-MWA22-004

**SCOPE OF WORKS:**

Supply labor and materials for the general repair and maintenance of Airconditioning Systems of Mitsubishi Strada (pick-up) with Plate No. SKE 144 Model 2010; and Mitsubishi Canter (Truck) with Plate No. SHP 359 Model 2006, to include the following:

**SKE 144**

1. Pull down evaporator and blower motor
2. Conduct general cleaning and repair of leaks
3. Replace evaporator
4. Replace assorted O-rings
5. Replenish/Add Compressor oil
6. Fully charge with refrigerant (Freon)

**SHP 359**

1. Pull down evaporator and blower motor
2. Conduct general cleaning and repair of leaks
3. Replace evaporator
4. Replace expansion valve
5. Replace Filter Dryer
6. Replace assorted O-rings
7. Replenish/Add Compressor oil
8. Fully charge with refrigerant (Freon)

Supply/provide brand new items:

PARTICULAR	Qty	UM	AMOUNT	AMOUNT
			SKE144	SHP359
a. evaporator	2 (1 each)	PC	7500	7500
b. expansion valve	2 (1 each)	PC	1200	1200
c. filter dryer	2 (1 each)	PC	1200	1200
d. 141B for flushing	4 (2 each)	KG	1000	1000
e. assorted O-rings	20 (10 each)	PC	200	200
f. Compressor Oil	2 (1 each)	CUP	100	100
g. Refrigerant (Freon)	2 (1 each)	LOT	800	800
<b>TOTAL FOR MATERIALS</b>			<b>12,000.00</b>	<b>12,000.00</b>
<b>TOTAL FOR LABOR</b>			<b>3,000.00</b>	<b>3,000.000</b>

10. Perform other tasks to restore the sound operation and functioning of the air conditioning system

  
**MENDEL S. GARCIA**  
Section Chief



**NATIONAL POWER CORPORATION**  
**Makban Watershed Area Team**  
**PR NO. HO-MWA22-004**

**SCOPE OF WORKS:**

Supply labor and materials for the preventive maintenance/tune-up of Engine and EGR of Mitsubishi Strada (pick-up) with Plate No. SKE 144 Model 2010, to include the following:

1. Drain old engine oil
2. Replace with new:
  - a. Genuine Oil Filter
  - b. Genuine Fuel Filter
  - c. Genuine Air Filter
  - d. 100% Synthetic engine oil
  
5. Drain old and refill with new:
  - a. Coolant
  - b. Power Steering Fluid
  - c. Manual Transmission Oil
  - d. Differential Gear Oil
  - e. Brake Fluid
  
6. General cleaning of brake system
7. General cleaning of:
  - a. Intake manifold
  - b. Throttle body
  - c. EGR

Supply/provide brand new items:

PARTICULAR	Qty	UM	AMOUNT
			SKE144
Amsoil 100% Synthetic	8	PC	4,400.00
Genuine Oil Filter	1	PC	850.00
Genuine Fuel Filter	1	PC	1,800.00
Genuine Air Filter	1	PC	2,500.00
Mitsubishi Coolant	8	LTR	3,200.00
Mitsubishi Power Steering Fluid	1	LTR	400.00
Manual Transmission Oil	3	LTR	2,250.00
Differential Gear Oil	3	LTR	1,200.00
Brake Fluid	500	ML	200.00
Brake Cleaner	1	PC	200.00
<b>TOTAL FOR MATERIALS</b>			<b>17,000.00</b>
<b>TOTAL FOR LABOR</b>			<b>3,000.00</b>

8. Perform other tasks necessary for the smooth operation of the engine system.

  
**MENDEL S. GARCIA**  
 Section Chief

**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]*

*[Formal shall be based on the latest Rules on Notarial Practice]*