



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SMALL VALUE PROCUREMENT - 53.9)**

07 July 2025

\_\_\_\_\_  
\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-CCD25-002** Ref. No. SVP 250716 - RA 00267 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 16 JULY 2025.**

The following documents must be submitted together with the quotation:

**For Platinum Members:** Valid and updated Certificate of PhilGEPS Registration (This should include the attached Annex "A" – List of Eligibility Documents. In case the Mayor's/ Business Permit in Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

**For Red Members:**

1. PhilGEPS Registration Number
2. Valid Mayor's/Business Permit

**Other documents to be submitted:** [refer to the Terms of Reference]

Additional Documentary Requirements, if applicable:

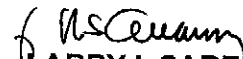
- ☒ Omnibus Sworn Statement (use attached Form) (For Total ABC of Above Php 50,000);
- ☐ Latest Income Tax Return / Business Tax Return (For Total ABC of Above Php 500,000);
- ☐ Professional License/Curriculum Vitae (for Consulting Services only);
- ☐ PCAB License (for INFRA Projects only);

The Warranty Period shall be: Please refer to the 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 - 921-3541 loc 5208 / 8-9245-208 / with e-mail address at [bcsd@napocor.gov.ph](mailto:bcsd@napocor.gov.ph) or [mraalcancia@napocor.gov.ph](mailto:mraalcancia@napocor.gov.ph).

Very truly yours,

  
**LARRY I. SABELLINA**

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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Republic of the Philippines  
NATIONAL POWER CORPORATION

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

**PR NO. HO-CCD25-002 / REF NO. SVP250716 - RA00267**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	RENTAL OF TEN (10) SHUTTLE SERVICE UNITS FOR TRANSPORTATION OF HAPUA DELEGATES	1 LOT	350,000.00
TOTAL AMOUNT			350,000.00

**Notes:**

- Please see attached detailed **Scope of Services/ Terms Of Reference consisting of eleven (11) pages.**
- Mode of Award: **per LOT basis**
- ***Bidders are required and reminded to strictly state/include in their own Bid Proposal the requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR) to wit:***
  - **Payment Terms**
  - **Delivery Period**
  - **Price Validity**
  - **Delivery Point**

**APPROVED BUDGET FOR THE CONTRACT: PHP 350,000.00**

**2. Delivery Period**

**SEE ATTACHED DETAILED TOR**

**3. Delivery Point**

Items shall be delivered at **SEE ATTACHED DETAILED TOR**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the Request for Quotation (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 the 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 do not comply with the requirements of the tender shall be considered non-complying.

## **10. Post-qualification**

Submitted documents of the LCQ shall be subjected to post qualification evaluation.

The bid that is rated as "PASSED" during the Post-Qualification activity 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 shall cause the cancellation of the same and shall warrant the 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**

NPC shall pay the CONTRACTOR within thirty (30) days from receipt of the complete supporting documents as required by NPC. Checks will be prepared for payment to the CONTRACTOR subject to existing taxes.

**15. Warranty**

**SEE ATTACHED DETAILED TOR**

**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 shall 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.

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.

**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.

-----nothing follows-----

**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. **HO-CCD25-002**. 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	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	<b>RENTAL OF TEN (10) SHUTTLE SERVICE UNITS FOR TRANSPORTATION OF HAPUA DELEGATES</b>	1 lot		
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.*



## National Power Corporation

### TERMS OF REFERENCE

#### Rental of Shuttle Service

#### Background:

The Republic of the Philippines will host the 2025 Internal Audit Summit, organized by the Heads of ASEAN Power Utilities Association (HAPUA). This summit principally aims to strengthen internal audit's role in accelerating a sustainable energy transition.

#### General:

These specifications cover technical requirements for the provision of ten (10) shuttle service units for the transportation of HAPUA delegates. The event proper is on August 13 and 14, 2025.

#### Scope of Service:

The National Power Corporation (NPC) is seeking to rent ten (10) shuttle services units. Eight (8) out of Ten (10) shuttle service units must be a **VAN** having a minimum seating capacity of twelve (12) passengers, excluding the driver, and capable of accommodating one (1) piece of carry-on luggage per passenger while the remaining two (2) shuttle service units must be an **MULTI-PURPOSE VEHICLE (MPV)** having a minimum seating capacity of four (4) passengers, excluding the driver, and capable of accommodating one (1) piece of carry-on luggage per passenger. These shuttles will serve as the official mode of transportation for the delegates, following the itinerary outlined below:

Date	Description
Arrival Date	These shuttle service units shall be assigned to transport delegates, in accordance with their respective scheduled arrivals, from their respective <b>AIRPORT TERMINAL ARRIVAL LOCATION</b> to <b>THE CHOSEN ACCOMODATION (within Metro Manila)</b> .
August 13 and 14, 2025	All 10 of these rental service units will be transporting the delegates from <b>THEIR CHOSEN ACCOMODATION</b> to <b>THE WESTIN MANILA</b> . They need to be on readily available nearby as they will also be transporting the delegates back to <b>THEIR CHOSEN ACCOMODATION</b> after the event in <b>THE WESTIN MANILA</b> on different times but on the same day.
Departure Date	The shuttle service units will be designated to transport the delegates from <b>THEIR CHOSEN ACCOMODATION</b> to their respective <b>AIRPORT</b> .

	<b>TERMINAL DEPARTURE LOCATIONS,</b>	<b>in</b>
	accordance with their scheduled departure.	

The details of delegates and companies by country are in **ANNEX A**.

The winning bidder must take note that the arrival and departure schedules of each delegate may differ from one another, the winning bidder must fulfill their obligation to still transport the delegates according to the mentioned itinerary. **Flight schedules, airport terminal locations (arrival and departure) and their chosen accommodation** for each delegate will be coordinated with the winning bidder by the designated TFMD Personnel prior to the event date.

In any case that some of the delegates will arrive 2 days earlier and/or leave later than the mentioned event duration, the bidder should still provide transportation services to the delegates.

For delegates originating from the Philippines, specific pick-up and drop-off locations will be coordinated with the designated TFMD personnel before the event date.

In addition to the ten (10) primary units, up to three (3) additional shuttle service units shall be rented, if necessary, to accommodate any changes in the number of passengers during the specified period. These additional units shall be separate from the initially allocated fleet and shall be disclosed by the designated TFMD personnel prior to the event date. They should be either a VAN or MPV. The bidder should indicate the rate of the additional vehicle in ANNEX D.

## **Terms and Conditions:**

### **1. Vehicle Requirements:**

- a. The vehicles must possess a clean and fully functional air-conditioning system.
- b. The vehicles should not exceed five (5) years of age, as indicated in their Certificate of Registration (COR) Year Model.
- c. All assigned vehicles must be maintained in a clean and excellent working condition, both inside and out, for the entire duration of the event.
- d. Each vehicle must be equipped with a first-aid kit containing essential items such as adhesive bandages, gauze, and other basic medical supplies.
- e. An emergency tool kit, including at minimum a spare tire and hydraulic jack, must be available in each vehicle.
- f. A safety kit, including a fire extinguisher, must always be readily accessible within the vehicle.
- g. Other vehicle specifications stated in **ANNEX B** shall be the minimum requirements and the bidder may opt to offer more than or better than the requirement as long as the details entailed therein are followed.

### **2. Driver Requirements:**

- a. The driver must hold a valid professional driver's license.

- b. The professional driver's license must remain valid and unexpired throughout the service period.
- c. Drivers must have demonstrable experience in managing emergency driving situations.
- d. Drivers must be physically and mentally fit for duty for the duration of the event.
- e. Drivers must have no criminal record, either within the Philippines or abroad.

**3. NPC Requirements:**

- a. The winning bidder shall coordinate with the designated TFMD personnel and provide relevant information, including but not limited to contact details of assigned drivers, vehicle status updates, and vehicle locations, as requested.
- b. Vehicles and the assigned drivers must be on standby and readily available to provide transportation services as needed, including in emergency situations or upon request by TFMD personnel or delegates.
- c. Driver Language Proficiency: Upon request by NPC, assigned driver(s) must possess adequate proficiency in the English language to ensure effective communication with delegates.

**4. Other requirements:**

- a. The contractor shall be responsible for providing, but not be limited to, the provision of:
  - Fuel for all designated vehicles
  - Meals for assigned drivers
  - Payment of applicable parking and toll fees
  - Comprehensive vehicle insurance, including accident insurance for both the vehicle and its passengers.
- b. The contractor must provide immediate replacement vehicles in case of breakdowns, necessary repairs, or scheduled maintenance to ensure uninterrupted service.
- c. The contractor shall maintain a daily passenger log of NPC employees and submit this report to NPC through the General Services Department.
- d. The contractor shall be liable for any damage caused by the contractor's fault or negligence during the contract period.
- e. The contractor shall indemnify and hold NPC harmless against any third-party claims or liabilities, including but not limited to damages to public or private property, injury, or death, arising from incidents attributable to the contractor during the performance of this contract.

**Other Provisions:**

NPC has the right to adjust the quantity of rented vehicles, change the type of shuttle service, alter routes, or terminate the contract as deemed necessary by the agency, under the same stipulated terms and conditions.



**Contract Duration:**

The contract will commence upon receipt of the Notice to Proceed by the winning bidder and will have a duration of sixty (60) calendar days.

**Payment:**

Payment will be made for the vehicles utilized only. The winning bidder is required to submit the original bidding-related documents and other pertinent documents as required to the designated TFMD personnel for payment processing after the conclusion of the event. Payment will be rendered thirty (30) calendar days following the processing of the said documents.

**TECHNICAL DATA SHEET**

- a) Prospective bidders shall complete this technical data sheet (**ANNEX C AND ANNEX D**) with the technical proposal. If necessary, the bidder shall use continuation sheets for any other additional information keeping to the format shown herein or by reproducing the same.
- b) NPC reserves the right to reject Bids without proper and/or specific data and information as required therein.
- c) The data required are the shuttle services to be provided by the bidder. Bidder's proposal shall at least be equal or superior to the requirements specific by NPC.

ANNEX A

Delegates and Companies by Country

Batch No.	Country	Company	No. of Delegates
1	Cambodia	Electricite du Cambodge (EDC)	5
2	Indonesia	PT PLN (Persero)	7
3	Laos	Electricite du Laos (EDL)	5
4			4
5	Malaysia	Sarawak Energy Berhad	4
6	Philippines	National Power Corporation	8
7	Singapore	Singapore Power Ltd	5
8	Vietnam	Vietnam Electricity (EVN)	6
		Ho Chi Minh City Power Corporation (HCMCPC)	
9	Malaysia	Tenaga Nasional Berhad (TNB)	2
10	Thailand	Electricity Generating Authority of Thailand (EGAT)	1

**ANNEX B****Vehicle Specification(s) Requirements**

Specifications mentioned hereunder are the minimum requirements for vehicles and the bidders may opt to offer same or better specifications.

For VAN:

Overall Dimensions:

Length x Width x Height (mm)	5,000 x 1,800 x 1,900
Seating Capacity	At least 12

Functions:

Front Airconditioning	Has at least two (2) or more air conditioning vents in the front with control to power off or on and to face it from left to right and up to down
Rear Airconditioning	It should have at least two (2) or more air conditioning vents in front of the 2 <sup>nd</sup> row passenger seat with control to power off or on and to face it from left to right and up to down.

Interior:

Accessory Connector	At least one (1) 12V accessory connector
Sun visor	Has sun visor for driver and front passenger
Front Passenger Seat	Has recline function

Safety

Emergency Airbags	Has airbags for driver and front passenger seat in case of emergency
Seat Belt	Has at least one (1) 3pt. Emergency Locking Retractor (ELR) for both the driver and front passenger and any 2pt. belt on center front passenger.

**ANNEX B**

For MPV:

Overall Dimensions:

Length x Width x Height (mm)	4,350 x 1,650 x 1,650
Seating Capacity	At least 4

Functions:

Front Airconditioning	Has at least two (2) or more air conditioning vents in the front with control to power off or on and to face it from left to right and up to down
Rear Airconditioning	It should have at least two (2) or more air conditioning vents for the rear passengers different from the front air conditioning with control to power off or on and to face it from left to right and up to down.

Interior:

Center armrest	Has a center armrest
Accessory Connector	At least one (1) 12V accessory connector on the front and one (1) 12V accessory connector near the center armrest
Sun visor	Has sun visor for driver and front passenger
Cupholders	Has at least 1 Cup Holder in the front interior and 1 Bottle Holders located near the driver and front passenger seat

Safety

Emergency Airbags	Has airbags for driver and front passenger seat in case of emergency
Seat Belt	It has 3pt. ELR each for the driver and front passenger. 3pt. ELR each for the left and right rear passenger.

## Technical Data Sheet

For Vans:

Description	NPC Requirement	Suppliers Bid
Length x Width x Height (mm)	5,000 x 1,800 x 1,900	
Seating Capacity	12	
Front Airconditioning	Has at least two (2) or more air conditioning vents in the front with control to power off or on and to face it from left to right and up to down	
Rear Airconditioning	It should have at least two (2) or more air conditioning vents in front of the 2 <sup>nd</sup> row passenger seat with control to power off or on and to face it from left to right and up to down.	
Accessory Connector	At least one (1) 12V accessory connector	
Sunvisor	Has sun visor for driver and front passenger	
Front Passenger Seat	Has recline function	
Emergency Airbags	Has Airbags for driver and front passenger seat in case of emergency	
Seat Belt	Has at least one (1) 3pt. Emergency Locking Retractor (ELR) for both the driver and front passenger and any 2pt. belt on center front passenger.	

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

For MPV:

Description	NPC Requirement	Suppliers Bid
Length x Width x Height (mm)	4,350 x 1,650 x 1,650	
Seating Capacity	4	
Front Airconditioning	Two (2) or more air conditioning vents in the front with control to power off or on and to face it from left to right and up to down	
Rear Airconditioning	Two (2) or more air conditioning vents for the rear passengers different from the front air conditioning with control to power off or on and to face it from left to right and up to down.	
Center armrest	Has a center armrest	
Accessory Connector	One (1) 12V accessory connector on the front and another near the center armrest	
Sun visor	Has sun visor for driver and front passenger	
Cupholders	1 Cup Holder in the front interior and 1 Bottle Holder located near the driver and front passenger seat each	
Emergency Airbags	Has Airbags for driver and front passenger seat in case of emergency	
Seat Belt	It has 3pt. ELR each for the driver and front passenger. 3pt. ELR each for the left and right rear passenger.	

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

# ANNEX C

(A)	(B)	(C)	(D)	(E)	(F)
Country	Vehicle Unit Type	Number of days	Vehicle Brand and Model	Rental Rate per Shuttle Service (Php/unit)	Total Price (Php) (C) x (E)
Cambodia	VAN	4			
Indonesia	VAN	4			
Laos	VAN	4			
	VAN	4			
Malaysia	VAN	4			
Philippines	VAN	4			
Singapore	VAN	4			
Vietnam	VAN	4			
Malaysia	MPV	4			
Thailand	MPV	4			
GRAND TOTAL					

## NOTES:

1. Columns (D), (E) and (F) shall be filled out by bidder.
2. The number of days includes the delegates' arrival, the event itself, and their departure.

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

# ANNEX D

(A)	(B)	(C)	(D)	(E)	(F)
	Vehicle Unit Type	Number of days	Vehicle Brand and Model	Rental Rate per Shuttle Service (Php/unit)	Total Price (Php) (C) x (E)
Additional Vehicle	VAN	4			
	MPV	4			

## NOTES:

1. Columns (D), (E) and (F) shall be filled out by bidder.
2. The number of days includes the delegates' arrival, the event itself, and their departure.

Name of Bidder:

Signature of Bidder: