



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

24 June 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-LLR25-002** Ref. No. SVP250707 - RA00240 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 07 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 [bcscd@napocor.gov.ph](mailto:bcscd@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**

Gabriel Y. Itchon Building  
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
corner Quezon Avenue, Diliman, Quezon City 1100, Philippines  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468

Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)





Republic of the Philippines  
NATIONAL POWER CORPORATION

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

**PR NOs. HO-LLR25-002 REF NO. SVP250707 - RA00240**

| Item No.                                                                                                                                         | DESCRIPTION                                                                                     | QTY. | U/M | ABC (PhP)  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------|-----|------------|
| 1                                                                                                                                                | SUPPLY, DELIVERY AND INSTALLATION OF AUTOCAD SOFTWARE LICENSE FOR THREE (3) YEARS (1 user seat) | 1    | LOT | 500,000.00 |
| Please refer to the attached sheets consisting of <b>two (2) pages</b> for the complete technical specifications marked as <b>Attachment "1"</b> |                                                                                                 |      |     |            |
| TOTAL AMOUNT                                                                                                                                     |                                                                                                 |      |     | 500,000.00 |

**Notes:**

- Complete Software Warranty with remote technical support shall be at **least one (1) year from the date of acceptance**
- Mode of Award: **per LOT basis**

**APPROVED BUDGET FOR THE CONTRACT: PHP 500,000.00**

**2. Delivery Period**

The delivery period shall not be later than **30 calendar days** from the contract effectivity date stated in the Notice to Proceed (NTP).

**3. Delivery Point**

Items shall be delivered at **National Power Corporation, Gabriel Y. Itchon Building Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road) corner Quezon Avenue, Diliman, Quezon City Head Office, Diliman, Quezon City**

**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 to 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**

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. 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.

**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-LLR25-002**. 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<br>(INCLUDE BRAND NAME)                                         | QTY   | UNIT PRICE<br>(PhP) | TOTAL PRICE<br>(PhP) |
|-----------------|--------------------------------------------------------------------------------------------------------|-------|---------------------|----------------------|
| 1               | <b>SUPPLY, DELIVERY AND INSTALLATION OF AUTOCAD SOFTWARE LICENSE FOR THREE (3) YEARS (1 user seat)</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.*

**TECHNICAL SPECIFICATION**  
**PR No. HO-LLR25-002**  
**(SUPPLY, DELIVERY AND INSTALLATION OF COMPUTER**  
**AIDED DRAWING SOFTWARE WITH 3 YEARS SUBSCRIPTION)**

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**GENERAL**

This specification covers the features and technical requirements for the supply, delivery and installation of AutoCAD Civil 3D software with a license paper subscription certificate, including remote technical support for the Land and Land Rights Department under the Office of the Legal Counsel.

The bidder shall take responsibility for his work, including comprehensive documentation, meticulous preparation for shipment, thorough inspection, robust warranty provisions, and strict compliance with the applicable codes and standards requirements of this Specification.

The Bidder shall refer to the eligible contractor, supplier, or reseller of the AutoCAD Civil 3D software with a license paper subscription certificate and remote technical support, as specified in the Terms of Reference.

**SCOPE OF WORK**

The scope of work shall cover the supply, delivery and installation of AutoCAD Civil 3D software with a license paper subscription certificate, including technical support for LLRD.

The Bidder's scope of works under this Contract shall generally consist of requirements stipulated hereunder.

1. Supply, delivery and installation of AutoCAD Civil 3D software with the following details:

| CC No.  | CC Name                                | PR No.       | User Seat |
|---------|----------------------------------------|--------------|-----------|
| 2121000 | Land and Land Rights Department (LLRD) | HO-LLR25-002 | 1         |

2. The AutoCAD Civil 3D software shall be the latest version, ensuring our systems are constantly updated with the most advanced features and functionalities.
3. The AutoCAD Civil 3D software shall be provided with a Centralized Management Console, giving us the power to manage our systems efficiently and effectively.
4. The Bidder shall conduct a one (1) day online AutoCAD Civil 3D Refresher's Training Course to at least 5 NPC staff.
5. The Bidder shall submit an outline of the training course and schedule for NPC approval, including all the necessary training materials.

### **DELIVERY PERIOD AND LOCATION**

The delivery period shall be within thirty (30) calendar days from the contract effectivity date stated in the Notice of Proceed.

The proof of AutoCAD Civil 3D license and technical support agreement in the form of a paper subscription certificate shall be delivered to the NPC Warehouse, Gabriel Y. Itchon Building Complex, Senator Miriam Defensor-Santiago Ave. (formerly BIR Road) corner Quezon Ave., Diliman, Quezon City-1100.

LLRD shall issue an acceptable certificate only after the AutoCAD Civil 3D software has been delivered, inspected, tested and found to conform to the specifications.

### **SUPPORT SERVICES**

During warranty period, the Bidder must provide remote support services free of charge to support its clients in system administration, monitoring, and maintenance.

### **MODE OF AWARD**

One (1) lot.

### **WARRANTY**

From the date of final acceptance, a complete software warranty with remote technical support for one (1) year shall be given.

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

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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]*

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