



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

October 29, 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-OMR25-008 Ref. No. SYP241107 - R600499** 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 9:30AM of November 07, 2024**

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
3. **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: [refer to the Terms of Reference]

In case of a failed bidding, a re-bidding may be conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, **Renz Gabriel L. Cruz** at telephone no/s. 8-921-35-41 Loc. 5397/ with e-mail address at **renzcruz.napocor@gmail.com / rglcruz@napocor.gov.ph**

Very truly yours,

[Signature]
ATTY. MELCHOR P. ADULME
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]**

1. **Scope of Works:** PR NO(s). HO-OMR25-008 / REF NO. SVR241107 - R600499
FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR & MAINTENANCE OF BUILDING

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	SUPPLY OF LABOR FOR THE REPAIR & MAINTENANCE OF BUILDING – REPLACEMENT AND INSTALLATION OF BRAND NEW LIGHTING FIXTURES AND RELATED ELECTRICAL ACCESSORIES/ PARTS OF ADMINISTRATION BUILDING (PLEASE SEE ATTACHED)	1 LOT	475,000.00
TOTAL AMOUNT			475,000.00
Notes: <ul style="list-style-type: none">• Warranty shall be at ninety (90) calendar days for labor and materials.• Please see attached for the complete specifications			

APPROVED BUDGET FOR THE CONTRACT: PhP 475,000.00

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 **MRMD, Brgy. Buli, Muntinlupa City.**

4. **Bid Submission**

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

5. **Late Bids**

Any quotation submitted after the deadline of 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 quotation 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 opening of bids/quotations.

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 Single/Lowest Calculated Quotation (S/LCQ).

9. Detailed Evaluation and Comparison of Bids

The S/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

Documents submitted for the Lowest Calculated Quotation (LCQ) will undergo a post-qualification evaluation. Original copies of these documents presented at bid opening/submission must be made available during the post-qualification process. Any quotation that successfully meets the post-qualification criteria will be declared as the Single/Lowest Calculated and 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

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

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the contract awardee for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies, unless otherwise provided in the RFQ.

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 but not to exceed ten percent (10%) of the total contract price. 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 the contract award, without thereby incurring any liability to the affected bidder/s.



SUPPLIER'S BID QUOTATION
[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-OMR25-008**. 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 letterhead following this format duly signed by the authorized representative when making the offer.

PR NO. : HO-OMR-25-008
 END-USER : OM – MRMD
 ESTIMATED ABC : P475,000.00
 MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT (SVP)

A. SUMMARY OF COST OF LABOR AND MATERIALS

Item No.	Item	Item Description	Qty/UM	Unit Price	Total Cost
1	Lighting Fixtures	Lighting fixture, type and size/code: 3424 Recessed mounted (RT) luminaire, lamp holder: 3 x 16watts, with mirrorized aluminum reflector and multi-line satin louver, lamp assembly holder white powder coated housing frame, Dimension: 1213mm (L) x 603mm (W) x 67mm (H). Bulb: Tubular bulb: T8 x 16watts min., Light-emitting diode (LED) 6500K daylight white, power input: double ended, life span: 15,000hrs, Light output: 1600 lumens voltage/Hz: 180 - 265Vac/60Hz and wiring	40 pcs	P 4,800.00	P 192,000.00
2	Lighting Fixtures	Lighting fixture, type and size/code: 2424 Recessed mounted (RT) luminaire, lamp holder: 2 x 16watts, with mirrorized aluminum reflector and multi-line satin louver, lamp assembly holder white powder coated housing frame, Dimension: 1213mm (L) x 603mm (W) x 67mm (H). Bulb: Tubular bulb: T8 x 16watts min., Light-emitting diode (LED) 6500K daylight white, power input: double ended, life span: 15,000hrs, Light output: 1600 lumens voltage/Hz: 180 - 265Vac/60Hz and wiring	35 pcs	3,900.00	136,500.00
3	Lighting Fixtures	Lighting fixture, type and size/code: 2414 Surface mounted (NS) luminaire, lamp holder: 2 x 16watts, with mirrorized aluminum reflector and multi-line satin louver, lamp assembly holder white powder coated housing frame, Dimension: 1213mm (L) x 305mm (W) x 64mm (H). Bulb: Tubular bulb: T8 x 16watts min., Light-emitting diode (LED) 6500K daylight white, power input: double ended, life span: 15,000hrs, Light output: 1600 lumens voltage/Hz: 180 - 265Vac/60Hz and wiring	12 pcs	3,300.00	39,600.00

4	Materials	(a) Electrical wire, 2.0mm ² x 150mtrs	1 box	P 7,200.00	7,200.00
		(b) Electrical wire, flat cord #16/2 Color: Black, 1.25mm x 150 m	1 box	4,800.00	4,800.00
		(c) Bulb: Tubular bulb: T8 x 16watts min., Light-emitting diode (LED) 6500K daylight white, power input: double ended, life span: 15,000hrs, Light output: 1600 lumens voltage/Hz: 180–265Vac/ 60Hz	20 pcs	450.00	9,000.00
		(d) Electrical tape, Color: Black, Material: PVC backing pressure sensitive rubber base adhesive	20 roll	75.00	1,500.00
5	Consumables	Various cleaning materials and consumables (rags, plastic wrap, cleaning agent and garbage bags, etc.)	1 lot	2,400.00	2,400.00
6	Transportation	Move-in and move-out of supplies of material and equipment	4	3,000.00	12,000.00
7	Labor/ Services	Manpower for 20 days x 4 personnel @ P650.00/day	20 days	2,600.00	52,000.00
8	Labor/ services	Supervisor/manpower @ P900.00/ day for 20 days	20 days	900.00	18,000.00
				TOTAL	475,500.00

B. SCOPE OF WORKS:

1. Dismantling, hauling and proper turn-over of existing lighting fixtures to MRMD end-user.
2. Supply, delivery and installation of brand/all new lighting fixtures resessed (RT) and surface (NT) mounted lamp assembly complete with tubular bulb (T8) LED daylight white including wiring.
3. Supply, delivery and installation of secondary wire connected to RT and NT mounted lamp assembly.
4. Reinforcement of lamp assembly.

C. REQUIREMENTS:

1. Supplier must first conduct actual assessment and inspection prior to bidding.
2. End-user shall provide certificate of assessment and inspection as requirement to qualified bidders/suppliers.
3. Supplier is responsible for providing and relocating the appropriate for the successful completion of the project.
4. Dismantling and installation will be carried out in a manner that minimizes disruption to the regular working hours of MRMD office.
5. Supplier is responsible for the safety of their personnel.
6. Supplier is required to provide proper uniform and PPEs for his personnel.
7. Supplier is responsible for cleaning the working area after the daily completion of work. Proper garbage bag and other cleaning materials must be provided by the supplier.

D. DELIVERY/COMPLETION PERIOD OF PROJECT:

Thirty (30) Calendar Days upon receipt of NTP/PO

E. WARRANTY PERIOD on LABOR and MATERIALS from the date of Acceptance of Project

Ninety (90) Calendar Days

Omnibus Sworn Statement (Revised)

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]