



## National Power Corporation

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

December 20, 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-TDD24-009 Ref. No. SVP250120 - RG 00610** 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 20 January 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
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, **Mr. Renz Gabriel L. Cruz** at telephone no/s. 8921-3541 loc 5397 / Fax No. 8922-1622 with e-mail address at **renzacruz.napocor@gmail.com.**

Very truly yours,

**ATTY. MELCHOR P. RIDULME**  
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**





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-TDD24-009 / REF NO. ~~SV250120~~ - RC 00610  
**SUPPLY OF LABOR AND MATERIALS FOR NPC LEADERSHIP AND MANAGEMENT PROGRAM**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	TRAVEL BAG	170 PCS	601,060.50
TOTAL AMOUNT			<b>601,060.50</b>
Notes: <ul style="list-style-type: none"><li>• <b>Warranty shall be at least three (3) months</b></li><li>• <b>See attached sheet for complete Technical Specification.</b></li><li>• <b>Signed price proposal/quotation.</b></li><li>• <b>Must indicate Brand/Model and provide brochure or specifications on your quotation.</b></li></ul>			

**APPROVED BUDGET FOR THE CONTRACT: PhP 601,060.50**

2. **Delivery Period**

(see attached technical specifications for complete details)

3. **Delivery Point**

(see attached technical specifications for complete details)

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-TDD24-009. 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.*

**TERMS OF REFERENCE**  
**MATERIALS FOR NPC LEADERSHIP AND MANAGEMENT PROGRAM**

**I. SCOPE OF WORK**

Supply and delivery of materials to be procured intended for the 2025 NPC Leadership and Management Program (LAMP).

**II. QUANTITY**

A total of **ONE HUNDRED SEVENTY (170) PIECES OF TRAVEL BAG CONVERTIBLE TO BACKPACK/DUFFLE BAG WITH KEYCHAIN BUSINESS LOGO** more particularly described in Item VI, shall be delivered.

**III. DELIVERY POINT**

The travel bags shall be delivered to the Training & Development Division, Human Resources Department (TDD, HRD), National Power Corporation, Gabriel Y. Itchon Building, Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road) corner Quezon Avenue, Diliman, 1100 Quezon City, Philippines

**IV. MODE OF PROCUREMENT**

The mode of procurement for this project is Small Value Procurement and the award of the contract is recommended to be on a per lot basis.

**V. APPROVED BUDGET COST**

The Approved Budget Cost for the procurement of 170 travel bags with key chain is in the total amount of **Six Hundred One Thousand Six Hundred Six and 00/100 (P601,060.00) Pesos Only.**

CHARGING		AMOUNT	PIECES
NON-OMA	-	₱459,634.00	130
OMA	-	141,426.00	<u>40</u>
TOTAL	=	<u>₱601,060.00</u>	<u>170</u>

**VI. MATERIALS**

The material/s to be procured are as follows (Also, see annex "A" for further reference:

Travel Bag:

- Overall size 30.5 x 22 x 47cm
- Weight 0.75-1.0 kg
- 100D Hi Resistant Polyester, 210D Heat Embossed World Traveler Lining
- Center front opening zipper with grab handle

- End straps for contents compression
- Inner compression straps to hold clothes or documents in place;
- Front mesh pockets for small items;
- Full opening laptop compartment with TSA lockable zippers;
- Can fit up to 15" laptop with internal compartments for additional hard drives, power banks, etc.;
- Organized compartment pockets for small items;
- Air Cooled Padded Mesh Back for Extra Comfort and Sweat build up resistant;
- With Trolley Sleeve at the back to put this backpack at the top of Carry-on Luggage;
- Lightweight and Water Resistant;

Keychain with NPC Logo:

- All stainless metal steel material
- 0.5-1.0 inch metal ring attachment to zipper pull tab
- Chain up to 1.0-1.5 inches to connect/link to metal ring attachment
- Stainless metal 1.25-1.50 inches embossed with NPC Logo dark background

## VII. SUBMISSION OF DOCUMENTS AND SAMPLES FOR INSPECTION

- Prior to the submission and opening of bids, all bidders will provide a sample of the item specified in Item VI. Materials (travel bag and key chain) to be submitted to the TDD, HRD for inspection/evaluation if the same meets the required specification of the material to be procured.
- The Rating Criteria shall be as follows:

	SPECIFICATIONS		PERCENTAGE	
			Travel bag	Key chain
1.	Material and Design	-	50%	50%
2.	Dimension	-	30%	45%
3.	Carry Handles, Straps, and Zippers	-	10%	n/a
4.	Color	-	5%	5%
5.	Weight	-	5%	n/a
	TOTAL	=	100%	100%

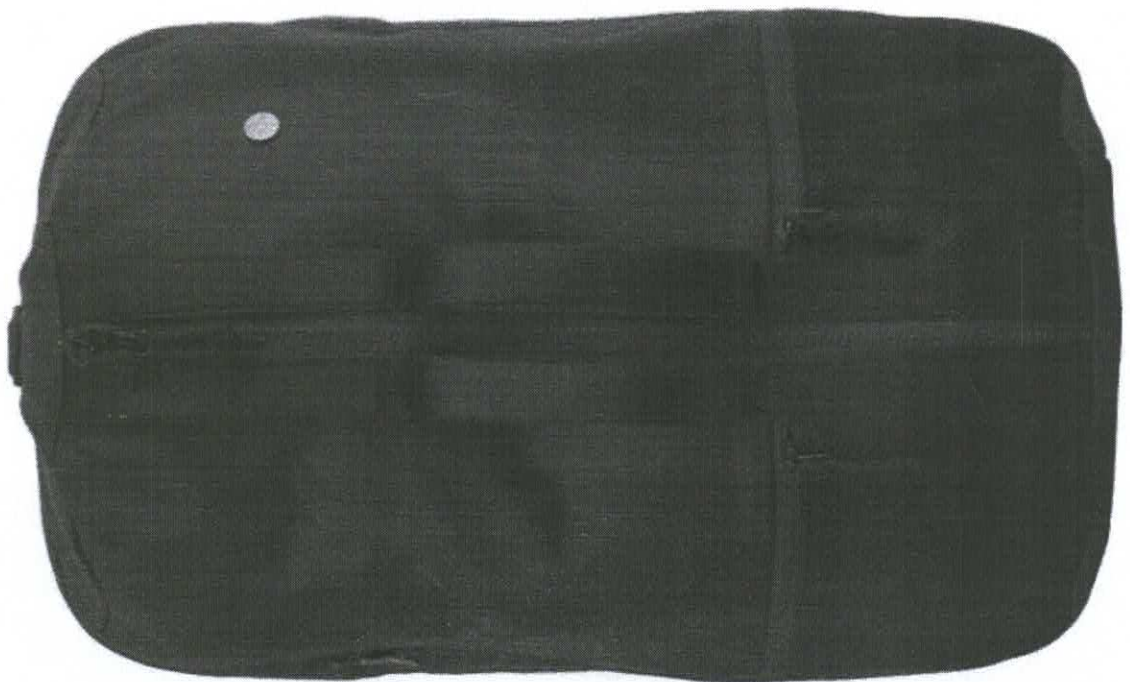
- Only samples that meet a minimum score of Eighty Percent (80%), shall be issued a "Certificate of Submission of Satisfactory Sample" by the TDD, HRD, which shall form part of the eligibility documents.
- After the bidding process, bidders may pick-up at the TDD, HRD, the samples submitted for inspection/evaluation.
- Other documents maybe required during post qualification.

*CPD*

- VIII. **DELIVERY PERIOD.** Delivery of the materials being procured shall be not later than Thirty (30) calendar days upon receipt of the Purchase Order/Contract or Notice to Proceed.
- IX. **TERMS OF PAYMENT.** Terms of payment shall be thirty (30) days upon delivery, acceptance of the end-user and submission of complete documents/attachments.
- X. **WARRANTY.** Warranty shall be for a minimum period of three (3) months, after final acceptance by end-user of the delivered materials.









## 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]*