



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

13 January 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-TFM22-017 Ref. No. SVP220124-AD00009 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 24 January 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 of recently expired Mayor's/business Permit, it shall be accepted together with official receipt as proof that the bidder has applied for renewal within the period prescribed by the Local Government Unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with the Sec. 34.2 of the revised IRR of RA 9184.

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. 922-1622 with e-mail address at asdizon@napocor.gov.ph or bongfeb13@yahoo.com.

Very truly yours,

ATTY. ROGEL T. TEVES

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 NO. HO-TFM22-017 / REF NO. SVP22-0124-ADD00007

**For the Supply, Installation, Testing & Commissioning of fire Suppression Control Panel
UL/FM 2 Units at Central Records Storage Facility**

Item No.	DESCRIPTION	QTY.	ABC (Php)
1	Supply, Installation, Testing & Commissioning of fire Suppression Control Panel UL/FM 2 Units at Central Records Storage Facility, NPC Head Office, Diliman, Quezon City	1 LOT	500,000.00
	TOTAL		500.00000
Note/s: <ul style="list-style-type: none">• Warranty: See attached Specifications• See attached Scope of Work and Technical Specifications			

APPROVED BUDGET FOR THE CONTRACT: PHP 500,000.00

2. Delivery Period

Delivery Period shall not be later than Sixty (60) Calendar Days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at NPC 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 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 Bid (LCB).

9. Detailed Evaluation and Comparison of Bids

The LCB 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 LCB shall be subjected to post qualification evaluation.

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

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

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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it (GCC Clause 23 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.

———— *remaining spaces are intentionally left blank* ————

**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-TFM22-017. 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 letter head following this format duly signed by the authorized representative when making the offer.



**National Power Corporation
General Services Department
Transportation & Facilities Management Division**



TECHNICAL SPECIFICATIONS / SCOPE OF WORKS

SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FIRE SUPPRESSION CONTROL PANEL UL/FM 2 UNITS AT CENTRAL RECORDS STORAGE ,NPC HEAD OFFICE, QUEZON CITY

SCOPE OF WORKS

Below are the scope of works to be done which shall start upon receipt of the Notice to Proceed:

1. Install Fire Suppression Control Panel compatible to the existing system including AVR for each Panel
2. Re-piping if necessary.
3. Paint all electrical piping together with the electrical box.
4. Power up the system to perform initial function test in coordination with the TFMD Personnel.
5. Power down the system after testing and apply for the final testing and commissioning in coordination with the TFMD Personnel.
6. Check the Light Emitting Diode (LCD) displays and all wiring terminal per circuit of the alarm control panel.
7. Check program and proper display of all field devices of the Fire Suppression Control Panel.
8. Test the fire suppression control panel using AC and DC operation.
9. Random test of Smoke, Heat Detectors, Manual Pull Station, and Alarm Bell (audible & signal).
10. Test the back-up battery for about ten (10) minutes without AC power supply.

DELIVERY PERIOD

The delivery period shall be sixty (60) calendar days upon receipt of the purchase order/contract or notice to proceed.

LIABILITY/INDEMNITY FOR LOSS AND/OR DAMAGES

Contractor shall be liable and shall indemnify NPC for any loss, damages or injury of NPC due to or arising from the fault, negligence, vandalism or other unlawful acts of its employees/workers.

Contractor shall also be held liable to, and indemnify third (3rd) person/s for claim/s arising from the fault and/or negligence of its employees/workers assigned in the premises of the NPC.

NPC shall have the right to deduct from any money payable to the Contractor amount/s equivalent to any damage it may suffer or liability it may incur due to the fault or negligence of the latter's workers.

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WARRANTY

After completion of works:

For one (1) year against factory defects/workmanships.


MODE OF PAYMENT

Payment shall be within thirty (30) days upon suppliers completion of project, submission of invoice, service/acknowledgement reports and issuance of certificate of acceptance on completion from the manager/end-user, TFMD-GSD, and submission of other supporting documents by NPC.

OTHER REQUIREMENTS TO BE SUBMITTED WITH THE BID BY THE BIDDERS/CONTRACTORS:

1. Certificate of Competency (COC) issued by the Bureau of Fire Protection (BFP) to the supplier's Technical Engineer.
2. Timetable or schedule of works for the contract period.
3. Training Certificate of its employees on Fire Alarm and Suppression Detection System.
4. Membership Certificates of at least one (1) of the following association/organization:
 - SHAPES – Safety & Health Association of Philippine Energy Sector.
 - NFPA – National Fire Protection Association.
 - SOPI – Safety Organization of the Philippine. Inc.
4. Certificate of Site Inspection from the End-user.

Reviewed by:


R. S. DORMIDO, JR.
Principal Engr. A (Safety)
TFMD

Approved by:


A. G. RETUAL
Manager
TFMD

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

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]