



National Power Corporation

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

February 17, 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-TFM25-008** Ref. No. SVP250225-KB00049 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 A.M. of 25 February 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: [Please refer to the TOR]**

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. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5776 with e-mail address kadbernabe@napocor.gov.ph.

Very truly yours,

LARRY I. SABELLINA

Chairman, Bids and Awards Committee



AFG-LOG-004.F02
Rev. No. 1
Page 1 of 1

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. HO-TFM25-008/ REF NO. SVP 250225 - KB000 49
For the **GENERAL PEST CONTROL SERVICES** at **NPC HEAD OFFICE** and **NPC RTC MINUYAN**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	GENERAL PEST CONTROL SERVICES AT NPC HO CY 2025	1 LOT	120,000.00
2	YEAR 2 GENERAL PEST CONTROL SERVICES AT NPC HO CY 2026	1 LOT	130,000.00
3	GENERAL PEST CONTROL SERVICES AT NPC RTC MINUYAN CY 2025	1 LOT	120,000.00
4	YEAR 2 GENERAL PEST CONTROL SERVICES AT NPC RTC MINUYAN CY 2026	1 LOT	130,000.00
TOTAL AMOUNT			500,000.00
Notes: <ul style="list-style-type: none">• Warranty shall be at least Three (3) Months for labor and parts.• Please see attached Scope of Works by the End User• Mode of award is on lot award basis. However, Bidder's bid offer must be within the ABC per item			

APPROVED BUDGET FOR THE CONTRACT: PhP 500,000.00

2. Contract Duration

Contract duration shall be a period of One (1) Year upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **NPC HEAD OFFICE, DILIMAN, QUEZON CITY and NPC RTC, MINUYAN, SJDM, BULACAN.**

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.



National Power Corporation

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(NP-SMALL VALUE PROCUREMENT)**

SCOPE OF WORKS (Reference: PR No. HO-TFM25-008)

1. For Item 1, General Pest Control Services will be at NPC Head Office, Diliman, Quezon City, while item 2 will be at Records/Training Center, Minuyan, SJDM, Bulacan.

- a. The prospective bidder must conduct ocular inspection at the site and buildings where General Pest Control Services activities will be conducted. The locations to be treated/serviced are as follows:

Item 1

- | | |
|----------------------------------|--------------------------------------|
| a.1. NPC Main Building | a.11. Chapel |
| a.2. Storage Building | a.12. Cabaña |
| a.3. Motor pool | a.13. Platinum Hall |
| a.4. Powerhouse | a.14. Telecoms Stockroom |
| a.5. Carpentry Shop | a.15. NPC Perimeter/Street Manholes |
| a.6. Day Care Center | a.16. WIADD Stockroom |
| a.7. Covered Walk | a.17. Hazardous waste Storage |
| a.8. COA Office | a.18. Gasoline Station |
| a.9. Driver's Quarter | a.19. Security Quarter Site/Building |
| a.10. Landscaper Office/barracks | a.20. Tennis Court |

Item 2

- a.21. Records and Training Center
- a.22. Perimeter/Street Manholes

- b. Must secure Certificate of Ocular Inspection from Transportation and Facilities Management Division (TFMD) office, signed by the authorized representative, to be submitted during bid opening.
- c. The chemicals shall be delivered and deposited to TFMD Representatives for approval and used at the time of application for treatments. The required expiration of chemicals shall be a minimum of one (1) year from the date of delivery for General Pest Control Services.
- d. Weekly or 4x/month spraying/application and treatment of approved chemicals/solutions in the extermination of disease-transmitting, destructive crawling and flying insects at NPC Head Office and Records/Training Center, Minuyan, SJDM, Bulacan.
- e. Quarterly thermal fogging/misting and treatment against structural pests (Termites and Woodborers) by spraying/dusting using approved chemicals at NPC Head Office and Records/Training Center, Minuyan, SJDM, Bulacan.



National Power Corporation

- f. Prior to fumigation/thermal fogging/misting, the contractor should submit to TFMD-GSD, approved permit (if necessary) obtained from the Bureau of Fire Protection (BFP).
 - g. The chemical/s to be used for the services shall have passed and registered with the Food and Drugs Administration (FDA) or National Committee on Urban Pest Control (NCUPC).
 - h. Free Services "On-Call Basis" in case there are sudden infestations in between schedules at no cost to NPC as warrant for its products and services.
 - i. Contractor shall strictly observe Safety and Security standards/precautions re-inspect serviced area and with proper coordination with TFMD authorized representative.
 - j. Contractor shall have exterminator License/Certificate to Operate from Fertilizer and Pesticide (FPA).
2. **CONTRACT PERIOD.** The contract period shall be one (1) year for General Pest Control Services at NPC Head Office and Records/Training Center, Minuyan, SJDM, Bulacan.
3. **DELIVERY PERIOD.** Delivery period for chemicals shall be within thirty (30) calendar days upon receipt of the Purchase Order/Contract or Notice to Proceed/Award.
4. **DELIVERY POINT.** Items/Chemicals shall be delivered at NPC Head Office, Diliman, Quezon City.
5. **TERMS OF PAYMENT.** Payment should be thirty (30) days upon completion of services, final acceptance of the end-user and submission of other pertaining documents.
6. **WARRANTY.** Unless otherwise provided, the warranty shall be for a minimum period of three (3) months, in the case of Expendable Supplies after final acceptance by end-user of the delivered items.

Prepared & reviewed by:


JETHRO T. CAGUILING
Principal Engineer A, TFMD

Noted by:


ALMARIO G. RETUAL
Manager, TFMD

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 the date of opening of 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.

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



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-TFM25-008. 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.