



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

30 April 2025

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\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-TMD25-013** Ref. No. SVP250321-RA00088 (SVP3) 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 **13 May 2025**.

The following documents must be submitted together with the quotation:

1. PhilGEPS Registration, whichever is applicable:

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 the said Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red Members:

- a. Valid Mayor's Permit
- b. PhilGEPS Registration Number ;

2. Other documents: : Please refer to the attached 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: 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- 9245-300 loc 5208 / Fax No.8- 922-1622 / email address: [bcsd@napocor.gov.ph](mailto:bcsd@napocor.gov.ph) or [maalalcancia@napocor.gov.ph](mailto:maalalcancia@napocor.gov.ph).

Very truly yours,

  
**LARRY I. SABELLINA**  
Vice President, Mindanao Generation &  
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 NO. HO-TMD25-013 / REF NO. SVP250321 - RA 00088 (SVP3)**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	CALIBRATION OF GAUGE BLOCKS	3 UNITS	12,000.00
<i>Please refer to the attached sheets consisting of one (1) page for the complete Technical Specifications marked as <b>ANNEX "A"</b></i>			
TOTAL AMOUNT			<b>12,000.00</b>

**Notes:**

- **Warranty:** Shall be at **least three (3) months**
- **Bidders are required and reminded to strictly state/include in their own Bid Proposal the requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR) to wit:**
  - **Payment Terms**
  - **Delivery Period**
  - **Price Validity**
  - **Delivery Point**

**APPROVED BUDGET FOR THE CONTRACT: PHP 12,000.00**

**2. Delivery Period**

The delivery period shall not be later than 60 calendar days upon receipt of Notice to Proceed (NTP).

**3. Delivery Point**

Items shall be delivered at **National Power Corporation – HO, Warehouse, 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.

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## **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 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 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 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**

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. 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-TMD25-013 /SVP2**. 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	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1				
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.*

PR NO : HO - TMD 25 - 013

**TECHNICAL SPECIFICATIONS****1. Calibration of Gauge Blocks**

Item	Description	NPC's Requirements
1.01	Scope of Service	Calibration of Test Instrument
1.02	Equipment	Gauge Blocks
1.03	Quantity	1 set, 3 pcs.
1.04	Material	Stainless Steel
1.05	Calibration Type	Standard Calibration
1.06	Nominal Length Values	200 mm – 1 pc 300 mm – 1 pc 500 mm – 1 pc
1.07	Traceability	Standards to be used in the calibration should be traceable to International Standard
1.08	Calibration Certificate and Calibration Report	Yes, with As Found and As Left data
1.09	Delivery	The instrument will be delivered to and picked up from the supplier's laboratory by ESD