



## National Power Corporation

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

09 May 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-TWT25-012/ Ref. No. SVP250521 - NA00194** 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 **09:30 A.M. of 21 May 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 and detailed technical specifications

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: **at least three (3) months**

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, **Ms. Nathalie Claire R. Abarquez** at telephone no. **8921-3541/ local no. 5244 / Fax No. 8922-1622** with e-mail address at **bcsd@napocor.gov.ph and ncrabarquez@napocor.gov.ph**.

Very truly yours,

**LARRY I. SABELLINA**

Vice President, Mindanao Generation Group and  
Chairman, Bids and Awards Committee



BAGONG PILIPINAS

AFG-LOG- 004.F02

Rev. No. 1

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#### 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]**

1. **Scope of Works:** PR NO(s). HO-TWT25-012 / REF NO. SVP250521 - NA00194

**For the SUPPLY OF LABOR AND MATERIALS FOR THE FABRICATION OF  
BILLBOARD, PULL-UP TARPAULIN AND TARPAULIN OF TIWI WATERSHED  
AREA TEAM**

Item No.	DESCRIPTION	QTY.	ABC (Php)
1	BILLBOARDS COMMUNITY DEVELOPMENT PROGRAMS PLAN 11 (IEC/Print/Special Medial)	2 PCS	25,000.00
2	TARPAULIN PLAN 12 IEC	1 PC	3,200.00
3	TARPAULIN WITH PULL UP STAND COMMUNITY DEVELOPMENT PROGRAMS PLAN 11 (IEC/PRINT/SPECIAL MEDIA)	1 PC	3,200.00
TOTAL AMOUNT			<b>31,400.00</b>

**Notes:**

- **Warranty shall be at least three (3) months.**
- Refer to additional terms of reference (inclusions and additional scope of works) for the minimum requirements for this project.
- For proper evaluation, please indicate and provide the specifications included in your proposal.
- **Mode of award is on per lot basis.** The Bidders bid offer must be **within the ABC of the LOT and ABC per item** provided in the detailed costs included in this requirement. Bid Offers that exceed the ABC of the lot or any of the item, with incomplete price, shall be rejected.

**APPROVED BUDGET FOR THE CONTRACT: Php 31,400.00**

**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 Tiwi Watershed Warehouse in Brgy. Cararayan, Tiwi, Albay.

**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-TWT25-012**. 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 SPECIFICATION AND BROCHURES)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	BILLBOARDS COMMUNITY DEVELOPMENT PROGRAMS PLAN 11 (IEC/Print/Special Medial)	2 PCS		
2	TARPAULIN PLAN 12 IEC	1 PC		
3	TARPAULIN WITH PULL UP STAND COMMUNITY DEVELOPMENT PROGRAMS PLAN 11 (IEC/PRINT/SPECIAL MEDIA)	1 PC		
<b>TOTAL BID PRICE</b>				

\_\_\_\_\_  
 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.*



## **NATIONAL POWER CORPORATION**

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

#### **SUPPLY OF LABOR AND MATERIALS FOR THE FABRICATION OF BILLBOARD, PULL-UP TARPAULIN AND TARPAULIN OF TIWI WATERSHED AREA TEAM REF: PR No.: HO-TWT25-012**

##### **1. OBJECTIVES**

To enhance public awareness and understanding, the unit is committed to develop Information, Education and Communication (IEC) materials including the fabrication of billboards and delivery of pull-up tarpaulin. These materials aims to significantly raise awareness about the Tiwi Geothermal Reservation. Additionally, this will provide clear and accessible information to help individuals easily locate the Tiwi Watershed Area Team. The pull-up tarpaulin will be used during activities of the unit in the community.

##### **2. COVERAGE**

This contract shall cover the design and production of the billboards and pull-up tarpaulin. The approved budget for the contract of this project is tabulated below;

<b>PR NO.</b>	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>ABC (PHP)</b>
<b>HO-TWT25-012</b>	<b>1</b>	<b>Billboards Community Development Programs Plan 11 (IEC/Print/Special Medial)</b>	<b>2 PCS</b>	<b>25,000.00</b>
	<b>2</b>	<b>Tarpaulin Plan 12 IEC (Radio Plugging)</b>	<b>1 PC</b>	<b>3,200.00</b>
	<b>3</b>	<b>Tarpaulin with Pull Up Stand Community Development Programs Plan 11 (IEC/Print/Special Media)</b>	<b>1 PC</b>	<b>3,200.00</b>
				<b>31,400.00</b>

**Notes:**

- Provide specifications as basis for proper evaluation of the offered item
- Mode of award is on per pcs. Basis. The Bidders bid must be within the ABC of the provided detailed costs included in this requirement. Bid offers that exceed the ABC, with incomplete price shall be rejected.
- Please see the attached minimum technical specification for reference

### 3. SCOPE OF WORKS

Supply of labor and materials for the fabrication of billboards and procurement of tarpaulin with pull up stand for the Tiwi Watershed Area Team (TWAT) IEC/Watershed Awareness Campaign Program. The project shall consist of but not limited to the following:

#### Item No. 1 - Fabrication of Billboards

- Quantity:
    - Model A - 1 pc
    - Model B - 1 pc
  - Print: Reflectorized letters, logo and border
  - Galvanized iron sheet (must be painted)
    - Thickness: 1.5mm galvanized substrate (engineering grade reflective sheeting), Gauge 20 GI
    - Size: 3ft. x 4.5ft.
  - Galvanized Iron Pipes (must be painted)
    - One inch Angle Bar Back support
    - One and a half inch Angle Bar frame support
    - Two and a half inches diameter stand/post
      - Length: 10 feet
      - Two (2) pieces per galvanized panel
- (Please refer to attached design)*

#### Item No. 2 – Tarpaulin

- Blank Tarpaulin
- Color: White
- Size: 370 GSM (13 oz) 1.83Mx50M
- Quantity: 1 pc

#### Item No. 3 - Tarpaulin with Pull Up Stand

- Size: 70 Inches (6feet) x 70 Inches (6 Feet) Projector Screen US PVC
- Color: White
- Type: Manual Pull-down
- Quantity: 1 pc

### 4. STANDARD SERVICES

The contractor shall be required to perform its services with the degree of skills and expertise normally exercised by a contractor doing similar service. The contractor shall exercise all reasonable skill, care and diligence in the discharge of its duties agreed to be performed consistent with the best interest of the NPC.

### 5. DELIVERY PERIOD

Delivery Period shall be not later than thirty (30) calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

## **6. DELIVERY POINT**

Items / Output shall be delivered to Tiwi Watershed Warehouse at Brgy. Cararayan, Tiwi Albay. Installation of billboards will be facilitated by the Tiwi Watershed Area Team on the identified designated areas.

## **7. TECHNICAL DESCRIPTION**

The contractor shall report directly to the Tiwi Watershed Area Team for concerns on the design of the billboard and approval of the final work.

## **8. MONITORING**

Tiwi Watershed Area Team shall conduct from time-to-time monitoring of all works done by the contractor if it meets/conforms with the specifications.

## **9. ACCEPTANCE CRITERIA**

- I. The supplier shall forward the following documents to the concerned Watershed Area Team to warrant inspection of completed activity to wit;
  - a. Notice of Billing
  - b. Submitted the specific design, layout of the billboard
  - c. Accomplishment Report
  - d. Certificate of Acceptance/Accomplishment

II. The supplier shall prepare two (2) sets of accomplishment reports. (One set for payment purposes and the other set is for filing of the area team).

III. The watershed area team may either recommend payment for the bill in such amount as may be warranted the items stated above; or for rejection, as the case may be.

IV. If rejected, the concerned Watershed Area Team shall notify the Contractor in writing three (3) working days from receipt of the reports informing the latter of such fact and explaining the reasons thereof

## **10. DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE BID PROPOSAL DURING THE BIDDING:**

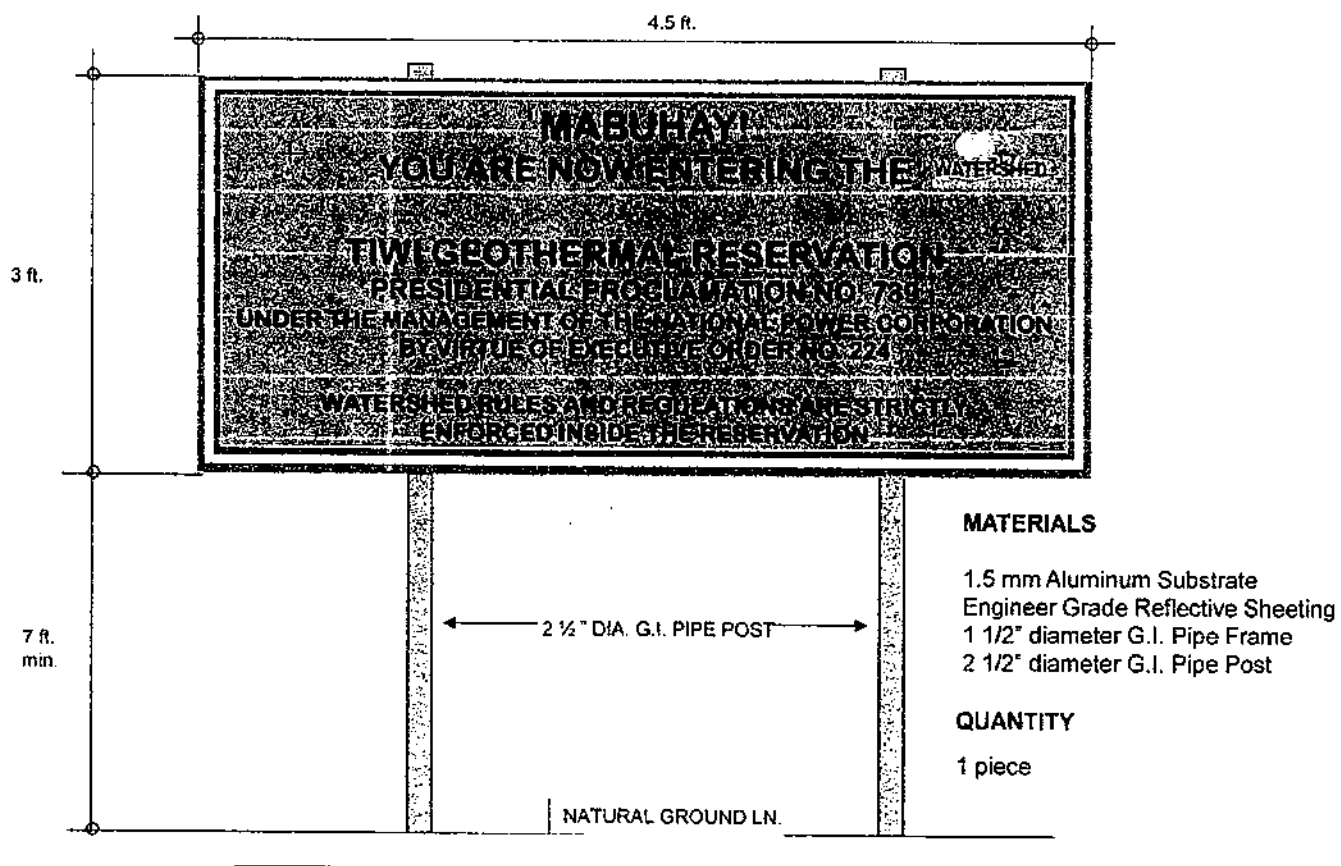
Legal and Technical Envelope which shall contain the following:

- a) Valid Mayor's Permit
- b) Certification of PhilGEPS Registration

NATIONAL POWER CORPORATION  
Tiwi Watershed Area Team  
Purok 7 Cararayan, Tiwi, Albay



Model A



4.5 ft.

Republic of the Philippines  
**NATIONAL POWER CORPORATION**  
**WATERSHED MANAGEMENT DEPARTMENT**

**WELCOME TO**  
**TIWI WATERSHED**  
**AREA TEAM OFFICE**  
**PUROK 7 CARARAYAN, TIWI, ALBAY**

2 1/2" DIA. G.I. PIPE POST

NATURAL GROUND L.N.

**MATERIALS**

1.5 mm Alum  
 Engineer Gra  
 1 1/2" diamet  
 2 1/2" diamet

**QUANTITY**

1 piece

1.5 mm Aluminum Substrate  
Engineer Grade Reflective Sheeting  
1 1/2" diameter G.I. Pipe Frame  
2 1/2" diameter G.I. Pipe Post

1 piece