



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

July 12, 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-WIT22-009 / REF NO. SVP220727 - KL10315 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City **on or before 9:30 am of 17 July 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 the Mayor's Permit in the said Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red or Blue Members:

- a. Valid Mayor's Permit showing the expiry date
- b. PhilGEPS Registration Number ;

3. Other documents: : Please refer to the attached ADDITIONAL 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. Kristine C. Lacatan** at telephone no/s. 8-924-5397 with e-mail address at kclacatan@napocor.gov.ph.

Very truly yours,

**RENE B. BARRUELA**  
 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-WIT22-009 / REF NO. SVP220727- KL1D315

**For the Supply and Delivery of:**

Item Nos.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1 & 2	INVENTORY TICKET, BOOK PAPER, 120 GSM, 1-PLY, SIZE: 4 X 12, COLOR YELLOW OR YELLOW ORANGE, PRINT FRONT & BACK (AS PER NPC SAMPLE)	33,000	PCS	198,000.00
<b>TOTAL AMOUNT</b>				<b>198,000.00</b>

**Note/s:**

- a. Item to be supplied by the winning bidder should be brand new.
- b. Warranty should be at least three (3) months.

**APPROVED BUDGET FOR THE CONTRACT: PHP 198,000.00**

**2. Delivery Period**

Delivery Period shall not be later than **20 Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **NPC-OBC WAREHOUSE, 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.

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## 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 are deemed not to 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 PASSED the Post-Qualification 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 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

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty), unless specifically required in the scope of works.

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**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 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 or 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.

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**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-WIT22-009. I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NOS.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1 & 2					
<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 letter head following this format duly signed by the authorized representative when making the offer.*

*g* *f*

**NATIONAL POWER CORPORATION  
INVENTORY TICKET**



SLC NO.: \_\_\_\_\_ NSN NO.: \_\_\_\_\_ UNIT PRICE: \_\_\_\_\_

DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL KIND

- CRITICAL     FAST MOVING     SLOW MOVING     NON MOVING     Retired but Reusable  
 Unserviceable  
 Obsolete

UNIT OF MEASURE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION  
INVENTORY TICKET**



SLC NO.: \_\_\_\_\_ NSN NO.: \_\_\_\_\_ UNIT PRICE: \_\_\_\_\_

DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL KIND

- CRITICAL     FAST MOVING     SLOW MOVING     NON MOVING     Retired but Reusable  
 Unserviceable  
 Obsolete

UNIT OF MEASURE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION  
INVENTORY TICKET**



SLC NO.: \_\_\_\_\_ NSN NO.: \_\_\_\_\_ UNIT PRICE: \_\_\_\_\_

DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL KIND

- CRITICAL     FAST MOVING     SLOW MOVING     NON MOVING     Retired but Reusable  
 Unserviceable  
 Obsolete

UNIT OF MEASURE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION  
INVENTORY TICKET**



SLC NO.: \_\_\_\_\_ NSN NO.: \_\_\_\_\_ UNIT PRICE: \_\_\_\_\_

DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL KIND

- CRITICAL     FAST MOVING     SLOW MOVING     NON MOVING     Retired but Reusable  
 Unserviceable  
 Obsolete

UNIT OF MEASURE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

INITIALS  
MCA

ACCOUNT CODE	MATERIAL KIND DESCRIPTION	DATA ENTRY CODE
156	Gasoline	G
157	Diesel	D
158	Aviation Fuel	A
163	Chemical	C
168	Other Petroleum Products	P
161	Power Plant Parts	S
161	T/L Hardware	T
161	Substation Appurtenances	E
161	Communication Equipment	Q
161	Laboratory Apparatus	L
161	Bldg. Construction Materials	B
161	Motor Vehicle Parts & Accessories	M
161	Office Supplies	O
161	Computers & Accessories	R
161	Other GPE	N
161	Other Materials & Supplies	Z
107	Construction Work-in Progress (Project Materials)	
154	Asset in Trust (spare parts)	
160	Coal Stock	
162	Fuel Oil	
162a	Bunker Fuel Oil	
162b	Special Fuel Oil	
164	Stock for Disposal	I
165	Stock for Transhipment	


ACCOUNT CODE	MATERIAL KIND DESCRIPTION	DATA ENTRY CODE
156	Gasoline	G
157	Diesel	D
158	Aviation Fuel	A
163	Chemical	C
168	Other Petroleum Products	P
161	Power Plant Parts	S
161	T/L Hardware	T
161	Substation Appurtenances	E
161	Communication Equipment	Q
161	Laboratory Apparatus	L
161	Bldg. Construction Materials	B
161	Motor Vehicle Parts & Accessories	M
161	Office Supplies	O
161	Computers & Accessories	R
161	Other GPE	N
161	Other Materials & Supplies	Z
107	Construction Work-in Progress (Project Materials)	
154	Asset in Trust (spare parts)	
160	Coal Stock	
162	Fuel Oil	
162a	Bunker Fuel Oil	
162b	Special Fuel Oil	
164	Stock for Disposal	I
165	Stock for Transhipment	

ACCOUNT CODE	MATERIAL KIND DESCRIPTION	DATA ENTRY CODE
156	Gasoline	G
157	Diesel	D
158	Aviation Fuel	A
163	Chemical	C
168	Other Petroleum Products	P
161	Power Plant Parts	S
161	T/L Hardware	T
161	Substation Appurtenances	E
161	Communication Equipment	Q
161	Laboratory Apparatus	L
161	Bldg. Construction Materials	B
161	Motor Vehicle Parts & Accessories	M
161	Office Supplies	O
161	Computers & Accessories	R
161	Other GPE	N
161	Other Materials & Supplies	Z
107	Construction Work-in Progress (Project Materials)	
154	Asset in Trust (spare parts)	
160	Coal Stock	
162	Fuel Oil	
162a	Bunker Fuel Oil	
162b	Special Fuel Oil	
164	Stock for Disposal	I
165	Stock for Transhipment	

ACCOUNT CODE	MATERIAL KIND DESCRIPTION	DATA ENTRY CODE
156	Gasoline	G
157	Diesel	D
158	Aviation Fuel	A
163	Chemical	C
168	Other Petroleum Products	P
161	Power Plant Parts	S
161	T/L Hardware	T
161	Substation Appurtenances	E
161	Communication Equipment	Q
161	Laboratory Apparatus	L
161	Bldg. Construction Materials	B
161	Motor Vehicle Parts & Accessories	M
161	Office Supplies	O
161	Computers & Accessories	R
161	Other GPE	N
161	Other Materials & Supplies	Z
107	Construction Work-in Progress (Project Materials)	
154	Asset in Trust (spare parts)	
160	Coal Stock	
162	Fuel Oil	
162a	Bunker Fuel Oil	
162b	Special Fuel Oil	
164	Stock for Disposal	I
165	Stock for Transhipment	


*Handwritten initials*

**NATIONAL POWER CORPORATION**  
INVENTORY TICKET




SLC NO.:	NSN NO.:	UNIT PRICE:			
DESCRIPTION:					
MATERIAL KIND					
<input type="checkbox"/> CRITICAL <input type="checkbox"/> FAST MOVING <input type="checkbox"/> SLOW MOVING <input type="checkbox"/> NON MOVING <input type="checkbox"/> Retired but Reusable <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete					
UNIT OF MEASURE:					
COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION**  
INVENTORY TICKET




SLC NO.:	NSN NO.:	UNIT PRICE:			
DESCRIPTION:					
MATERIAL KIND					
<input type="checkbox"/> CRITICAL <input type="checkbox"/> FAST MOVING <input type="checkbox"/> SLOW MOVING <input type="checkbox"/> NON MOVING <input type="checkbox"/> Retired but Reusable <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete					
UNIT OF MEASURE:					
COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION**  
INVENTORY TICKET



SLC NO.:	NSN NO.:	UNIT PRICE:			
DESCRIPTION:					
MATERIAL KIND					
<input type="checkbox"/> CRITICAL <input type="checkbox"/> FAST MOVING <input type="checkbox"/> SLOW MOVING <input type="checkbox"/> NON MOVING <input type="checkbox"/> Retired but Reusable <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete					
UNIT OF MEASURE:					
COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

**NATIONAL POWER CORPORATION**  
INVENTORY TICKET



SLC NO.:	NSN NO.:	UNIT PRICE:			
DESCRIPTION:					
MATERIAL KIND					
<input type="checkbox"/> CRITICAL <input type="checkbox"/> FAST MOVING <input type="checkbox"/> SLOW MOVING <input type="checkbox"/> NON MOVING <input type="checkbox"/> Retired but Reusable <input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete					
UNIT OF MEASURE:					
COUNT	QUANTITY COUNT	COUNTED BY	DATE	CHECKED BY	DATE
1st					
2nd					
3rd					

*npc sample*

*S R*



**NATIONAL POWER CORPORATION  
INVENTORY STUB**



<b>SLC NO.:</b>		<b>NSN NO.:</b>		<b>UNIT PRICE:</b>	
<b>DESCRIPTION:</b>					
<b>MATERIAL KIND</b>					
<input type="checkbox"/> <b>CRITICAL</b>		<input type="checkbox"/> <b>FAST MOVING</b>		<input type="checkbox"/> <b>Retired but Reusable</b>	
		<input type="checkbox"/> <b>SLOW MOVING</b>		<input type="checkbox"/> <b>Unserviceable</b>	
		<input type="checkbox"/> <b>NON MOVING</b>		<input type="checkbox"/> <b>Obsolete</b>	
<b>UNIT OF MEASURE:</b>			<b>LOCATION:</b>		
<b>COUNT</b>	<b>QUANTITY COUNT</b>	<b>COUNTED BY</b>	<b>DATE</b>	<b>CHECKED BY</b>	<b>DATE</b>
1st					
2nd					
3rd					

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Rev. 1

*npc sample*

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## 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]*