



Republic of the Philippines
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SMALL VALUE PROCUREMENT – 53.9)**

1. Scope of Works (REF: S3-SPUGWM24-004 PR NO. S3-GID24-005, S3-LGY24-003)

**“SUPPLY AND DELIVERY OF VARIOUS FAST MOVING SPARE PARTS FOR WEICHAI
GENSETS”**

PR NUM 1: S3-GID24-005

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
1	AIR FILTER ELEMENT, PN: 1001069804	12	PC	60,000.00
2	BELT, PN: 1002080618A (8PK1082)	3	PC	4,800.00
3	DAMPER, VIBRATION RUBBER, PN: 1000618875	1	SET	11,660.00
4	DIODE KIT ASSEMBLY MPSP-016	2	PC	24,000.00
5	ELEMENT, FILTER FUEL PN: 1000847883	6	PC	31,740.00
6	ELEMENT FILTER LUBE OIL, FLEETGUARD SPIN ON CARTRIDGE, PN: 1002003753A	24	PC	57,600.00
7	FUEL FILTER ELEMENT, PN: 1000622860B	12	PC	15,600.00
8	SENSOR SPEED, WP2/PN: 1001668438	2	PC	18,120.00
9	PULLEY, WATER PUMP, WP2/PN: 1000386535	1	PC	4,000.00
TOTAL AMOUNT				227,520.00

PR NUM 2: S3-LGY24-003

Item No.	DESCRIPTION	QTY	U/M	ABC (PhP)
1	AIR FILTER, VARIOUS FILTER, PN#612600114935	5	PC	37500.00
2	BELT, VARIOUS FAN BELT, PN#612600090600	12	PC	24000.00
3	BELT, VARIOUS FAN BELT, PN#612600090600	8	PC	32000.00
4	FAN BELT, VARIOUS FAN BELT PN#612600090600	12	PC	24000.00
5	FUEL FILTER, VARIOUS FILTER PN#612600080934	48	PC	163200.00

6	FUEL FILTER, VARIOUS FILTER PN#612600081320	14	PC	49000.00
7	OIL FILTER ELEMENT, VARIOUS FILTER PN#1000424655 / 1000424655 / 61000070005H	48	PC	163200.00
8	OIL FILTER. VARIOUS FILTER PN#61000070005H	24	PC	60000.00
9	GASKET-EXHAUST MANIFOLD VARIOUS GASKET PN#612600114293	3	PC	6000.00
10	GASKET-IND MANIFOLD VARIOUS GASKET PN#612600114274	3	PC	6000.00
11	DIODE, REVOLVING ASSEMBLY PN#430FR 200- 32KW	4	PC	143600.00
12	GASKET KIT, TOP OVERHAULING PN#612600040355	1	SET	20550.00
13	GASKET, CYLINDER HEAD PN#612600040355	2	PC	24000.00
14	GASKET, ROCKER COVER PN#612600040565	2	PC	10000.00
TOTAL AMOUNT				763,050.00
Notes: <ul style="list-style-type: none"> • Warranty shall be at least <u>THREE (3) MONTHS</u> • Mode of Award is <u>LOT AWARD</u> 				

APPROVED BUDGET FOR THE TOTAL CONTRACT: PHP 990,570.00

1. Delivery Period

Delivery Period shall not be later than **60 DAYS** receipt of the Purchase Order / Notice to Proceed.

2. Delivery Point

Items shall be delivered at **SPUG-MOD WAREHOUSE, ZAMBOANGA CITY**

3. The Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid

Business Name : _____
Business Address : _____

Name of Contract	a. Owner's Name	Nature of Work	Contractor's Role		a.Amount at Award	a. Date Awarded
	b. Address		Description	%	b.Amount at Completion	b. Contract Effectivity

Notes: 1. The bidder must state only one (1) Single Largest Completed Contract (SLCC) similar to the contract to be bid.
2. Supporting documents such as Contract/Purchase Order and any of the following: Certificate of Acceptance; or Certificate of Completion; or Official Receipt (O.R); or Sales Invoice for the contract stated above shall be submitted during Bid Opening.

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

4. Bid Submission

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

Each Bidder must submit two (2) copies of the first and second components of its Bid, marked Original and Photocopy. Only the original copy will be read and considered for the bid.

Any misplaced documents outside of the Original copy will not be considered. The photocopy is ONLY FOR REFERENCE.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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 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 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. **S3-SPUGWM24-004 (S3-GID24-005, S3-LGY24-003)**. I agree with the conditions of the TOR and offer the following supplies with specific description:

PR NUM 1: S3-GID24-005

Item No.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY.	UNIT	UNIT PRICE	ABC (,PhP)
1	AIR FILTER ELEMENT, PN: 1001069804	12	PC		
2	BELT, PN: 1002080618A (8PK1082)	3	PC		
3	DAMPER, VIBRATION RUBBER, PN: 1000618875	1	SET		
4	DIODE KIT ASSEMBLY MPSP-016	2	PC		
5	ELEMENT, FILTER FUEL PN: 1000847883	6	PC		
6	ELEMENT FILTER LUBE OIL, FLEETGUARD SPIN ON CARTRIDGE, PN: 1002003753A	24	PC		
7	FUEL FILTER ELEMENT, PN: 1000622860B	12	PC		
8	SENSOR SPEED, WP2/PN: 1001668438	2	PC		
9	PULLEY, WATER PUMP, WP2/PN: 1000386535	1	PC		
TOTAL PRICE					

PR NUM 2: S3-LGY24-003

Item No.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY.	UNIT	UNIT PRICE	ABC (,PhP)
1	AIR FILTER, VARIOUS FILTER, PN#612600114935	5			
2	BELT, VARIOUS FAN BELT, PN#612600090600	12			
3	BELT, VARIOUS FAN BELT, PN#612600090600	8			
4	FAN BELT, VARIOUS FAN BELT PN#612600090600	12			
5	FUEL FILTER, VARIOUS FILTER PN#612600080934	48			
6	FUEL FILTER, VARIOUS FILTER PN#612600081320	14			

7	OIL FILTER ELEMENT, VARIOUS FILTER PN#1000424655 / 1000424655 / 61000070005H	48			
8	OIL FILTER. VARIOUS FILTER PN#61000070005H	24			
9	GASKET-EXHAUST MANIFOLD VARIOUS GASKET PN#612600114293	3			
10	GASKET-IND MANIFOLD VARIOUS GASKET PN#612600114274	3			
11	DIODE, REVOLVING ASSEMBLY PN#430FR 200- 32KW	4			
12	GASKET KIT, TOP OVERHAULING PN#612600040355	1			
13	GASKET, CYLINDER HEAD PN#612600040355	2			
14	GASKET, ROCKER COVER PN#612600040565	2			
TOTAL PRICE					

GRAND 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

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

Sir/Madam:

Please provide us with your best quotation for the item/s as specified in **PR No. S3-SPUGWM24-004 (S3-GID24-005, S3-LGY24-003)** based on General Conditions in the Terms of Reference (TOR) the Bid Proposal Shall be submitted by the bidder in a sealed envelope directly at SPUG-MOD office building via email or using the drop box located at the lobby at HC Building, Gov. Camins Ext., Sta. Maria, Zamboanga City on or Before **9:00AM** of **27 February, 2024**.

The following documents shall be submitted together with your quotation:

1. Valid Mayor's Permit
2. PhilGEPS Registration Number / PhilGEPS Certificate
3. Tax Clearance
4. Omnibus Sworn Statement
5. The Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.
6. Other Documents (please refer to the attached TOR)

☐ to Php 500,000.00 –Engineering Services

☐ Above Php 500,000.00 – PCAB License (Category E/Trade)

In case of no bid or insufficient number of Supplier submitted bid as required, the deadline for submission may be extended or a re-canvass may be conducted without prior notice to any previous bidder(s).

The RFQ/Bid Proposal shall be submitted by the bidder to NPC on the manner of submission based on the ABC as follows:

Approved Budget for the Contract (ABC)

☐ Up to Php 50,000.00 - via e- mail/ bid proposal to procurement officer

☐ Above Php 50,000.00 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the DBAC Secretariat, [Mr. Jeziel F. Montulo](mailto:jfmontulo@napocor.gov.ph) at Email Add: jfmontulo@napocor.gov.ph and telephone No. 992-7754

Very truly yours,

RAUL B. MORALES

Chairman, Bids and Awards Committee
SPUG-Mindanao Operations Department

HC Bldg. Gov. Camins Ext., Sta. Maria
Zamboanga City
Tel. No. 992-7754
Email Add: procurementzamboanga@gmail.com



Omnibus Sworn Statement (Revised)

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

[Type here]

(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*

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY)SS.

[Type here]

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20_____, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20_____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

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