



## 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 NUM.: S3-SPUGWM25-021** 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 **9:00 AM** of **JULY 08, 2025**.

The following documents must be submitted together with your quotation (In order):

1. Request for Quotation
2. Terms of References
3. Valid Mayor's Permit
4. PhilGEPS Registration Number / PhilGEPS Certificate
5. Omnibus Sworn Statement (ABC Above Php 50,000)
6. Latest Annual Income Tax Return / Business Tax Return (For ABC Above Php 500,000)
7. The Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.
8. Professional License/Permit (For Infrastructure and other Related Project)

Up to Php 500,000.00 – Engineering Services

Above Php 500,000.00 – PCAB License (Size Range: Small A, License Category: Trade/E)

9. Other Documents (Please refer to the attached TOR)

**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](mailto:jfmontulo@napocor.gov.ph) and telephone No. 992-7754.

Very truly yours,

**RAUL B. MORALES**

Chairman, Bids and Awards Committee  
SPUG-Mindanao Operations Department



Small Power Utilities Group  
**Mindanao Operations Department**  
NPC Compound, Kumintang St., Mintal, Tugbok Dist., Davao City  
Email: [mod@napocor.gov.ph](mailto:mod@napocor.gov.ph)  
Telfax No. (082) 293-0610/(082) 293-0657





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-SPUGWM25-021 PR NO. S3-WMO25-017, S3-BAI25-026, S3-TAU24-014, S1-B0925-011)**

**“SUPPLY SERVICES AND CONSUMABLES FOR THE PERIODIC MAINTENANCE SCHEDULE OF ALL AIR-CONDITIONING UNITS OF SPUG-MOD OFFICE/INSTALLATIONS AND POWER PLANTS/BARGES UNDER ZAMBASULTA AREAS”**

Item No.	DESCRIPTION	QTY.	ABC (,PhP)
1	<p>SUPPLY SERVICES AND CONSUMABLES FOR THE PERIODIC MAINTENANCE SCHEDULE OF ALL AIR-CONDITIONING UNITS OF SPUG-MOD OFFICE/INSTALLATIONS AND POWER PLANTS/BARGES UNDER ZAMBASULTA AREAS</p> <p>Chargeable to the following Cost Center Nos.:</p> <p><b>Cost Center # 6684006 – WMOD (S3-WMO25-017)</b>  <b>Cost Center # 6682016 – BASILAN DPP (S3-BAI25-026)</b>  <b>Cost Center # 6682128 – TANDUBANAK DPP (S3-TAU24-014)</b>  <b>Cost Center # 5885033 – POWER BARGE 109 (S1-B0925-011)</b></p>	1 LOT	<p><b>170,000.00</b></p> <p><b>30,000.00</b>  <b>60,000.00</b>  <b>20,000.00</b>  <b>60,000.00</b></p>
<p><b>Additional Documents for Submission During Bid Opening:</b></p> <ul style="list-style-type: none"> <li>• The bidder shall submit list of MANPOWER Technician with xerox copy of Company ID with minimum of ten (10) Technician to cater the NPC Office/Installation and Power Plants/Barges under ZAMBASULTA areas.</li> <li>• The bidder shall submit list of equipment owned or rented with proof (invoices and/or notarized agreement)</li> <li>• The bidder shall submit Certificate of Satisfactory Performance of completed projects.</li> </ul> <p>The winning bidder shall supply services and consumables for the periodic maintenance schedule of all air-conditioning units of SPUG-MOD Office/Installation and Power Plants/Barges.</p> <p><b>TERMS AND CONDITION:</b></p> <p>The services/goods/items shall involve a Contract Agreement with the following provisions:</p>			

<p>a. The contract shall cover a supply contract period of one (1) year from the effectivity of the Notice to Proceed (NTP).</p> <p>b. The delivery of services/goods/items shall be on as per request/schedule. The services/goods shall be delivered within three (3) working days upon request thru phone/cellphone or e-mail by SPUG-MOD authorized representative in Zamboanga Office and seven (7) days in power plants/barges in their respective location under ZAMBASULTA areas.</p> <p>c. Services/Delivery shall be reckoned from the date of receipt of NTP duly confirmed via telephone/cellphone/e-mail and noted as officially received by the Supplier.</p> <p>d. Payment shall be made on as per services/delivery basis.</p> <p>e. If the contract services/goods/items quantities are not fully served, any remaining services/goods/item shall be fully delivered at the end of the contract period or until the contract amount exhausted.</p> <p>f. Supplier shall be responsible for having an available supply of the services/goods/items on this contract. If the supplier fails to meet the requested item for delivery within the due dates, and NPC is forced to purchase the services/goods/items from other sources due to urgency of need, the difference between the awarded price and outsourced price shall be chargeable to the supplier.</p> <p>g. Services/Deliveries which are not in conformance with the technical specifications shall be rejected.</p>	
TOTAL AMOUNT	<b>170,000.00</b>
<p>Notes:</p> <ul style="list-style-type: none"> <li>• <b>Warranty</b> of repair shall be at least <b><u>3 MONTHS</u></b></li> <li>• <b>Mode of Award</b> is <b><u>LOT AWARD</u></b></li> </ul>	

**APPROVED BUDGET FOR THE CONTRACT: PHP 170,000.00**

**2. Delivery Period**

The delivery of services/goods/items shall be on as per request/schedule. The services/goods shall be delivered within three (3) working days in Zamboanga City and seven (7) working days in ZAMBASULTA area or depends on the extent of damaged of units upon request thru phone/cellphone or e-mail by SPUG-MOD authorized representative.

**3. Delivery Point**

Delivery point is in NPC, SPUG-MOD Office, HC Bldg., Gov. Camins Ave., Zamboanga City and Power Plants/Barges under ZAMBASULTA area.

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

## 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 Single/Lowest Calculated Bid (S/LCB).

## 9. **Detailed Evaluation and Comparison of Bids**

The S/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 S/LCB shall be subjected to post qualification evaluation.

- **Latest Income Tax Return / Business Tax Return shall be submitted during post- qualification.**
- **Certificate of Satisfactory Performance**

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 Contract/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 Contract/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 Contract/PO Shall take effect immediately upon receipt of the Contract / 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 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 contract award, without thereby incurring any liability to the affected bidder/s.

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**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-SPUGWM25-021. 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)
1	<p>SUPPLY SERVICES AND CONSUMABLES FOR THE PERIODIC MAINTENANCE SCHEDULE OF ALL AIR-CONDITIONING UNITS OF SPUG-MOD OFFICE/INSTALLATIONS AND POWER PLANTS/BARGES UNDER ZAMBASULTA AREAS)</p> <p>The winning bidder shall supply services and consumables for the periodic maintenance schedule of all air-conditioning units of SPUG-MOD Office/Installations and Power Plants/Barges</p> <p><b>Additional Documents for Submission During Bid Opening:</b></p> <ul style="list-style-type: none"> <li>• The bidder shall submit list of MANPOWER Technician with xerox copy of Company ID at least with ten (10) Technician to cater the NPC Office/Installations and Power Plants/Barges under ZAMBASULTA areas.</li> <li>• The bidder shall submit list of equipment owned or rented with proof (invoices and/or notarized agreement)</li> <li>• The bidder shall submit Certificate of Satisfactory Performance of completed projects</li> </ul> <p><b>TERMS AND CONDITIONS:</b></p> <p>The services/goods/items shall involve a Contract Agreement with the following provisions:</p> <p>a. The contract shall cover a supply contract period of one (1) year from the effectivity of the Notice to Proceed (NTP).</p> <p>b. The delivery of services/goods/items shall be on as per request/schedule. The services/goods shall be delivered within three (3) working days upon request thru phone/cellphone or e-mail by SPUG-MOD authorized representative and seven (7) days in power plants/barges in their respective location under ZAMBASULTA areas</p> <p>c. Services/Delivery shall be reckoned from the date of receipt of NTP duly confirmed via</p>	1 LOT		

	<p>telephone/cellphone/e-mail and noted as officially received by the Supplier.</p> <p>d. Payment shall be made on as per services/delivery basis.</p> <p>e. If the contract services/goods/items quantities are not fully served, any remaining services/goods/item shall be fully delivered at the end of the contract period.</p> <p>f. Supplier shall be responsible for having an available supply of the services/goods/items on this contract. If the supplier fails to meet the requested item for delivery within the due dates, and NPC is forced to purchase the services/goods/items from other sources due to urgency of need, the difference between the awarded price and outsourced price shall be chargeable to the supplier.</p> <p>g. Services/Deliveries which are not in conformance with the technical specifications shall be rejected.</p>			
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.*

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## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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

REPUBLIC OF THE PHILIPPINES )  
QUEZON CITY )SS.

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 \_\_\_\_\_.

**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 b. Address	Nature of Work	Contractor's Role		a. Amount at Award	a. Date Awarded
			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.
  3. For this purpose, contracts similar to the Project shall be Supply, Delivery maintenance of Air conditioning units.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_