



NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION (SHOPPING – 52.1 b)

March 1, 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-BCS22-001, 002, 004, HO-PES22-002, HO-EIA22-002 Ref. No. SHB220314 - KA 60052 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 AM of March 14, 2022**.

The following documents must be submitted together with your quotation:

For Platinum Members:

1. 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 Members:

1. Valid Mayor's Permit
2. PhilGEPS Registration Number ;

Other documents to be submitted: _____

In case no bid or insufficient number or bids is received on March 14, 2022, the deadline for submission may be extended, as follows:

First (1 st) Extension	:	<u>March 21, 2022</u>
Second (2 nd) Extension	:	_____
Third (3 rd) Extension	:	_____

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 100, 000.00 - via fax/e- mail/ bid proposal to procurement officer
8922-1622/kris_napocor@yahoo.com.ph
- ☐ Above Php 100, 000 up to Php1, 000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Kris-Anne F. Andal at telephone no/s. 8921-35741 Local: 5746.

Very truly yours,

ATTY. ROGEL T. TEVES
Vice President, PES and 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
(SHOPPING) – 52.1 b)**

1. **Scope of Works:** PR NO. HO-BCS22-001, 002, 004, HO-PES22-002, HO-EIA22-002 & HO-OMR21-013 Ref. No. SHB 220314 - KA 00052

For the Supply and Delivery of Office Supplies and Equipment

PR No. HO-BCS22-001			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Binding and Punching Machine Electric Binding Machine	1 UNIT	130,000
TOTAL			Php 130,000.00
PR No. HO-BCS22-002			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Projector Multimedia, DLP Display, 3000 Min, ANSI lumens, 30	2 UNIT	100,000
2	Camera, Document 32 X Zoom; 30FPS; 1080P HD; HDMI/VGA Input: Sphere	2 UNIT	100,000
TOTAL			Php 200,000.00
PR No. HO-BCS22-004			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Voice Recorder Digital, 16GB with Built-in-Memory	8 PC	74,880
2	Hard Drive External Portable 1 TB;USB 3.0 (BLACK)	4 PC	12,480
TOTAL			Php 87,360.00
PR No. HO-PES22-002			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Printer with Scanner; A4/A3	1 PC	24,000
2	Laser Printer;Colored;A4	1 PC	34,000
TOTAL			Php 58,000.00
PR No. EO-EIA22-002			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Automatic Dater Stamp, Time & Date, Prints Year, Month, Date, Hour	2 UNIT	80,000
TOTAL			Php 80,000.00
GRAND TOTAL			Php 555,360.00

Note/s:

- A. All materials/items to be supplied by the winning bidder/s should be brand new, genuine and in its original packaging;
- B. Warranty shall be at least One (1) year
- C. See attached additional technical specifications
- C. The mode of award is **ITEM BASIS**

TECHNICAL SPECIFICATIONS

ELECTRIC BINDING AND PUNCHING MACHINE

HO-BCS22-001

Binding Style	Comb
Binding Machine Type	Electric
Document Style	A4, Letter and Extra-large up to 692mm width
Punch Capacity	25 Sheets
Bind Capacity	500 Sheets
Others	<ul style="list-style-type: none">• Adjustable Punch Depth to accommodate all sheet sizes• Adjustable Pins punch up to 21 holes
Warranty	Limited One (1) Year warranty

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TECHNICAL SPECIFICATIONS

HO-BCS22-002

DOCUMENT CAMERA	
Pixel	2MP (1920 x 1080)
Resolution	1080p (16:9 Aspect Ratio)
Frame Rate	Up to 30fps
Video/Display Output	SXGA (1280 x 1024) / XGA (1024 x 768) / WXGA (1280 x 800) HD (1360 x 768) / 1080p (1920 x 1080)
HDMI	480p / 720p / 1080p
USB-B	VGA / SVGA / XGA / SXGA / WXGA / 720p / 1080p
Zoom	With Optical Zoom Capability Up to 10x Digital / Up to 12x Optical
Focus	Automatic (need to press "Focus" button), Focus adjust time: less than 2 secs
Input/output port	D-Sub 15Pin (VGA), HDMI, USB I/O
Other Functions	HDMI Output, Output Resolution, Flicker Reduction, Auto Image Function
Warranty	One (1) Year

MULTIMEDIA PROJECTOR	
Display	DLP or LCD
Brightness	3,800 lumens up to 4,000 lumens
Display Hours	12,000
Aspect Ratio	4:3
Connectivity	D-Sub 15Pin (VGA), RCA, HDMI, USB Type A/B
Warranty	One (1) Year

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TECHNICAL SPECIFICATIONS

HO-BCS22-004

Display	OLED
Classification	<ul style="list-style-type: none"> • PC Connectivity • USB Connection Charging
Storage	16GB built-in memory
Sound	<ul style="list-style-type: none"> • Built-in headphone and earphone jack • Built-in microphone
Power and Battery	<ul style="list-style-type: none"> • 15 hours (MP3 192kbps) and 12 hours (LPCM 44.1kHz, 16bit) • Quick charging 3min to 1hr recording time • Built-in Lithium battery
Recording Time, Format and Playback Format	<ul style="list-style-type: none"> • MP3 (192kbps): 715hrs 0min • LPCM (44.1kHz, 16bit): 24hrs 15min • MP3/AAC/WMA/WAV • Linear PCM/MP3
Playback Features	<ul style="list-style-type: none"> • Digital Pitch Control (Speed Control) • Noise Cut (Clear Voice) • A-B Repeat • Easy Search • Alarm Playback • Date search function
Warranty	<ul style="list-style-type: none"> • Seven (7) days replacement if defective and • Three (3) months for repair and services
Accessories to be included	<ul style="list-style-type: none"> • Earphones/headset • USB Cable • Pouch • Hard or Soft case for the unit (if applicable)

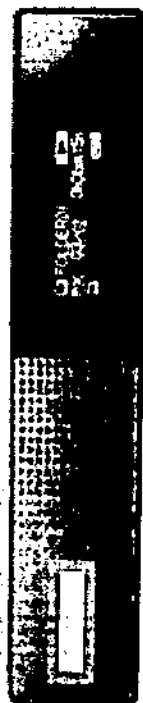


Table 1.0 defines the minimum specifications for the colored A4 printer with scanner.

Specifications/Descriptions	Parameters
User Interface	System integrated with LCD and control pad
Feeder/Tray	At least 2 paper feeders of different sizes; At least 1 paper feeder capable for thick papers like photo papers, envelopes, etc.
Scanner	Platen Standard and Feed-in type
Scanning Capability	Mono and Colour Scanning
Printing Speed	20ipm or faster for standard color and mono OR at least 27ppm or faster for color and mono
Back-to-back Printing	Yes
USB Printing and Scanning	Yes
Duplex Printing	Yes
Colored Printing	Not required
Operating Voltage	220-240Vac
Frequency	50 Hz – 60Hz
Connectivity	Ethernet 10/100 Base-T, High-speed USB 2.0
Maximum Print Area	A3 size
Reduction/Enlargement	Minimum of 25% to 400% in 1% increment
Dimension	Not exceeding 600mm x 500mm x 400mm (when trays and paper supports are not open and extended)
Weight	Not to exceed 25kg

Table 1.0 Technical Specification for the A3 Printer with Scanner.

Table 2.0 defines the minimum specifications for the colored A4 printer with scanner.


Specifications/Descriptions	Parameters
Printer Type	Laser
User Interface	System integrated with LCD and control pad
Feeder/Tray	At least 2 paper feeders
Printing Speed	At least 30ppm
Back-to-back Printing	Yes
USB Printing and Scanning	Yes
Duplex Printing	Yes
Colored Printing	Yes
Borderless Printing	Yes
Operating Voltage	220-240Vac
Frequency	50 Hz – 60Hz
Connectivity	Ethernet 10/100 Base-T, Highspeed USB 2.0
Maximum Print Area	A4 size
Reduction/Enlargement	Minimum of 25% to 400% in 1%increment
Dimension	Not exceeding 500mm x 500mm x 450mm (when trays and paper supports are not open and extended)
Weight	Not to exceed 25kg

Table 2.0 Technical Specification for the Colored A4 Printer

TECHNICAL SPECIFICATION

Estimated ABC : PhP 80,000.00
Quantity : 2 Units
Description : Date/Time & Numbering Machine
PR No. : EO-EIA21-002
End User : Environmental Impact Assessment & Licensing Division
Delivery Site : NPC Warehouse, Diliman, Quezon City

Note: The specification is set to the minimum value/functionality to meet the requirements of the End-user.

ITEM	DESCRIPTION	QTY/U.M.	SUPPLIER'S DATA				
2.	<div>DATE/TIME STAMP & NUMBERING MACHINE</div> <table><tr><td>Brand</td><td></td></tr><tr><td>Model</td><td></td></tr></table> <div>Features:</div> <div>Printing Type : Dot matrix</div> <div>Clock System : Quartz</div> <div>Print Style : Up to 31-preset print style</div> <div>Comments Print: Up to 13-comment print</div> <div>Programmable : Imprint up to 3-line imprint</div> <div>Memory : Support memory retention</div> <div>Display : LCD display type</div> <div>Clear LED : Printing position illumination</div> <div>Protection : Password protection</div> <div>Mounting : Wall or desktop</div> <div>Interface : Ethernet & USB ports</div> <div>Power Supply : 230VAC 60Hz</div> <div>Accessories : Power cord instruction manuals</div> <div>Additional : Ten (10) pieces ribbon cartridge</div> <div></div> <div>IMAGE</div>	Brand		Model		:	<div>COMPLY/ NOT COMPLY</div> <div>Refer to the attached brochure/technical datasheet:</div>
Brand							
Model							

Delivery Period and Location

The delivery shall be at **NPC Warehouse, Diliiman, Quezon City** not more than thirty (30) calendar days reckoned from the contract effectivity date stated in the Notice to Proceed.

Acceptance Criteria

- An acceptance certificate shall be issued only after all the items are completely delivered, inspected, tested, and found to conform to the specifications.
- If any, fail to pass the inspection and actual testing, the End-user may by its own judgment, direct the supplier to replace within the period of 60 calendar days the goods in question.

Support Services

During the warranty period, the supplier must have **Remote Support Services** to support its clients in the system administration, monitoring, maintenance, and repair operations free of charge.

Warranty

Full equipment warranty for One (1) year shall be given from the date of final acceptance.

2. Delivery Period

Delivery Period shall not be later than **30 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

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

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 S/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).

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.

**SUPPLIER'S BID QUOTATION
 (SHOPPING 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s.
HO-BCS22-001, 002, 004, HO-PES22-002, EO-EIA22-002 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 (Php)
TOTAL				

 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.*