



Republic of the Philippines
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SHOPPING – 52.1b)**

1. **Scope of Works:** PRNO.HO-OMR24-005 / REF. NO. SHB240405 - RA

SUPPLY AND DELIVERY OF PHIL. FLAG, CAMERA & HARD DRIVE

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	FLAG, PHILIPPINE, SIZE: 4' x 8', NYLON	5	PC	4,800.00
2	CAMERA, WEBCAM, FOR DESKTOP, FULL 1080P*	3	PC	15,000.00
3	HARD DRIVE, EXTERNAL, 18TB*	1	PC	30,000.00
TOTAL AMOUNT				49,800.00

**(Please refer to Annex "A" for complete Technical specifications)*

Notes:

- **Warranty:** Shall be at least three (3) Months (Item 1) and one (1) year (Items 2 & 3)
- Please see attached Technical Specification.
- **Mode of Award:** per **ITEM** basis
- **Bidders are required and reminded to strictly state/include in their own Bid Proposal the requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR) to wit:**
 - **Payment Terms**
 - **Delivery Period**
 - **Price Validity**
 - **Delivery Point**
 - **Warranty**

APPROVED BUDGET FOR THE CONTRACT: PHP 49,800.00

2. Delivery Period

Delivery Period shall not be later than Fifteen (15) calendar days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at NPC-MRMD, Brgy. Buli, Muntinlupa 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 LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Lowest Calculated Responsive Quotation (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.

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

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s.
HO-OMR24-005. 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)
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.

PR No : HO - OMR 24 - 005

Item 2 - **CAMERA WEBCAM** – Full HD 1080P Video Calling with Stereo.

Specification:

Main Feature	:	Full HD 1080P Video Calling with Stereo.
Max Resolution	:	1080P / 30 fps HD
Focus Type	:	Autofocus
Auto Light Correction	:	Right Light 2
Lens type	:	Glass
Built-in Mic	:	Stereo, 2 omni-directional microphones
Diagonal Field-of-View	:	78 Degrees
Connection	:	USB A – Plug and Play
Cable Length	:	at least 1.5 meters
Compatibility	:	Windows 7 or later
		Works with popular calling platforms
Warranty	:	One (1) Year

Item 3 – **EXTERNAL HARD DRIVE**

Hard Drive Specifications

Storage Capacity	:	At least 18 TB External HDD
Buffer	:	No
Default OS Support	:	Windows
		Plug and Play
		Pre-formatted NTFS
		Can be reformatted to either Windows or Mac
System Connection	:	USB 3.0/3.1/3.2 Gen 1
		Included USB Cable
		USB 2.0 backward compatibility
Cooling System	:	Passive
Input Power	:	100 – 200 VAC, 50/60 Hz
		12 VDC
Power Source	:	Included AC Adapter
Operating Temperature	:	5° - 95 °C
Storage Temperature	:	-20° - 65 °C
Certification	:	RoHS