



## National Power Corporation

### REQUEST FOR QUOTATION (SHOPPING – 52.1b)

03 October 2024

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-BSD25-001** Ref. No. SHB 24/014 - RA 00442 and submit the same in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor, Diliman, Quezon City on or before **9:30 AM** of **14 October 2024**.

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 Members:

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

3. Other documents: : Please refer to the attached TOR

In case no bid or insufficient number of bids is received on **14 October 2024**, the deadline for submission may be extended as follows:

First (1 <sup>st</sup> ) Extension	:	_____
Second (2 <sup>nd</sup> ) Extension	:	_____
Third (3 <sup>rd</sup> ) 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 Php100,000.00 – via fax/e-mail / bid proposal to procurement officer.
- Above Php 100,000.00 up to Php 1,000,000.00 – via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, **Ms. Ardee A. Alcancia** at telephone no/s. 8- 9245-300 loc 5208 / Fax No.8- 922-1622 / email address: [mraalcancia@napocor.gov.ph](mailto:mraalcancia@napocor.gov.ph)

Very truly yours,

  
ATTY. MELCHOR P. RAULME

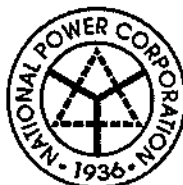
Chairman, Bids and Awards Committee



#### NATIONAL POWER CORPORATION

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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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Republic of the Philippines  
NATIONAL POWER CORPORATION

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

1. **Scope of Works:** PR NO. HO-BSD25-001 / REF. NO. SHB24014 - PA00442

**SUPPLY AND DELIVERY OF EXTERNAL HARD DRIVE, ETC. (3 ITEMS)**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	HARD DRIVE, EXTERNAL, PORTABLE, 2TB	4	PCS	26,000.00
2	KEYBOARD, DESKTOP	1	PC	3,000.00
3	SCANNER, DOCUMENT	1	UNIT	44,000.00
<i>(Please refer to Annex "A" for complete Technical specifications)</i>				
<b>TOTAL AMOUNT</b>				<b>73,000.00</b>

**Notes:**

- **Warranty:** Shall be at least three (3) months (Items 1 & 2)  
at least one (1) year (for item no. 3)
- **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 73,000.00

**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-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 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-BSD25-001**. 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.*



ANNEX "A"

**NATIONAL POWER CORPORATION**

**TECHNICAL SPECIFICATIONS**

**PURCHASE REQUISITION NO. HO-BSD25-001**

<b>TECHNICAL SPECIFICATIONS (MINIMUM)</b>	
<b>1. HARD DISK DRIVE, PORTABLE, EXTERNAL</b>	
Capacity	2 TB, 2.5-inch
Interface	At least USB 3.0
Quantity	Four (4) pieces with cables
<b>2. KEYBOARD, DESKTOP</b>	
Interface	USB
Size	Full-function 104 keys
Quantity	One (1) piece
<b>3. DOCUMENT SCANNER</b>	
Scanner Type	ADF (Automatic Document Feeder)
Scanning modes	Simplex / Duplex, Color / Grayscale / Monochrome
Multi-feed detection	Ultrasonic multi-feed detection sensor x 1, Paper detection sensor
Scanning speed (A4 Portrait)	Simplex: 50 ppm (200/300 dpi), Duplex: 100 ipm (200/300 dpi)
Optical Resolution	At least 600 dpi
Interface	At least USB 3.0
Document size	Letter, legal, A4, A5, A6, A8, custom sizes; long page support
ADF Capacity	At least 100 sheets (A4 80 g/m <sup>2</sup> or Letter 20 lb)
Power requirements	AC 100 to 240 V $\pm$ 10%
Included software / drivers	<ul style="list-style-type: none"><li>• Drivers (TWAIN/TWAIN x64/ISIS)</li><li>• Software to configure various settings such as the operation of the scanner and managing the consumables</li><li>• Software for batch scanning</li><li>• Software for displaying and organizing image files</li><li>• Software to convert, edit, share, and collaborate on PDFs and scans.</li></ul>
Supported Operating Systems	Windows® 8.1, 10, 11
Environmental compliance	ENERGY STAR® and RoHS
Included items	ADF paper tray/feeder, AC cable, AC adapter, USB cable, Setup DVD-ROM
Quantity	One (1) unit