



**National Power Corporation
REQUEST FOR QUOTATION
(SHOPPING – 52 .1 b)**

15 March 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-FND24-003**, Ref. No. SHB240401 - NA00148 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **09:30 A.M. of 01 April 2024**.

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, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

For Red or Blue Members:

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

- Other documents to be submitted: _____

In case no bid or insufficient number of bids is received on **01 April 2024**, the deadline for submission may be extended, as follows:

First (1 st) Extension	:	_____
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 Php100, 000.00 - via fax/e- mail/ bid proposal to procurement officer
- Above Php100,000 up to Php1,000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, **Ms. Nathalie Claire R. Abarquez** at telephone no/s. 8921-3541/ local no. 5244 / Fax No. 8922-1622 with e-mail address at bcsd@napocor.gov.ph or ncrabarquez@napocor.gov.ph.

Very truly yours,


ATTY. MELCHOR P. RIDULME
 Vice President, Office of the Legal Counsel and
 Chairman, Bids and Awards Committee



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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-FND24-003 / REF NO. SHB240401 - NA00148

For the SUPPLY AND DELIVERY OF SCANNER

PR Item	DESCRIPTION	QTY.	ABC (Php)
1	SCANNER HIGH SPEED	1 UNIT	400,000.00
GRAND TOTAL			400,000.00
NOTE: <ul style="list-style-type: none">- Item to be supplied by the winning bidder should be brand new.- WARRANTY shall be at least one (1) year.- Please provide specifications or brochures.- Refer to the attached minimum specifications for the item (1 page).			

APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00

2. Delivery Period

Delivery Period shall not be later than thirty (30) calendar days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Item shall be delivered at NPC-Head Office 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 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.

- Original Mayor's/ Business Permit and PhilGEPS membership certificate

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

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), unless specified in the scope of works.

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 the contract award, without thereby incurring any liability to the affected bidder/s.

----- *Remaining spaces are intentionally left blank* -----

**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-FND24-003**. 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	SCANNER HIGHSPEED	1 UNIT		
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.

P.R. #HO-FND24-003

SPECIFICATIONS:

Type: Desktop sheet-fed scanner, A3

Document Feeding: Automatic or manual sheet feeding

Document Size:

Width: 50.8 -350mm

Length:70-432mm

Long Document Mode: up to 5,588mm

Document Thickness and Weight:

Continuous Feeding: 20-209g/m², 0.04-0.25mm

Non-Separation Mode:20-255g/m²,0.04-0.3mm

Feeding Capacity: 48mm stack or 500 sheets of 80g/m²

Scanning Element: 3-line CMOS CIS

Light Source: LED (red/green & blue)

Scanning Mode: black & White, Error Diffusion,
Advance Tex Enhancement & II, 256-level

Grayscale,24 bit Color, Auto Color Detection

Scanning Resolutions: 150 x 150dpi,200x200dpi,240x240dpi,300x300dpi,400x400dpi,
600x600dpi

Scanning Speed: *(A4/LTR, 200dpi);

Black & White, Grayscale and Colour 110ppm/220ipm

Interface: Hi-speed USB 2.0

Scanner Driver: ISI/TWAIN

Useful Function: Job Function, Ultrasonic Double-Feed Detection, Staple Detection, Text Enhancement, Dropout, and Color Enhancement, Auto Page Size Detection, 3-D Color Correction, Image Rotation, Skip Blank Page, Edge Emphasis, Moire Removal, Prevent Bleed Through, Remove Background, Contrast Adjustment, Shading Correction, Brightness Adjustment, DE skew, Border Removal, Scanning Side Selection, Scan Area Settings, Add-on Settings, Text Orientation Recognition, Punch Hole Removal, Folio Scan, Unnecessary dots Removal, Notch Removal, Background Smoothing, Character Emphasis, Count Only Mode, Verify Scan, Rapid Recovery System, Multistream

Power Requirements: AC220-240V (60Hz)

System Requirements: Windows 8, 10; 32 bit,64bit, windows 11

Warranty: At least One (1) Year