



NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION
(SHOPPING – 52 .1 b)

April 21, 2025

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-PCA25-001 / REF NO. SHB250307-KL00055 (SHB2) and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 am of 30 April 2025.

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"). Mayor's Permit must be updated and current. Expired Mayor's Permit will disqualify the bid. The Mayor's Permit must be uploaded as "Annex A".

For Red or Blue Members:

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

In case no bid or insufficient number or bids is received on 30 April 2025, the deadline for submission may be extended, as follows:

Table with 2 columns: Extension type (First, Second, Third) and a blank line for duration.

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 Php100,000.00 up to Php1,000,000.00 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Ms. Kristine L. Doronila at telephone no/s. 8-924-5397 with e-mail address at kclacatan@napocor.gov.ph

Very truly yours,

LARRY T. LABELLINA
Vice President – Mindanao Generation Group and
Chairman, Bids and Awards Committee



Republic of the Philippines  
NATIONAL POWER CORPORATION

TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SHOPPING – 52:1 b)

1. Scope of Works: PR.NO. HQ-PCA25-001/REF NO.

For the Supply and Delivery of External Drive 4TB and three (3) other items

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	External Drive 4TB Portable 2.5 inch USB 3.0	2	PC	20,500.00
2	External Drive 2 Terabyte USB 3.0 My Passport Essential 2.5	2	PC	12,500.00
3	Machine, Shredder 8 7/8 In. Throat Width, 7.7 Gallon Wastebasket Removable, 10.01 FPM Maximum Speed	1	Unit	18,000.00
4	Voice Recorder Digital, 16GB, with Built-In Memory	1	Pc	8,000.00
TOTAL AMOUNT				59,000.00

Note/s:

- Items to be supplied by the winning bidder should be brand new.
- Warranty should be at least one (1) year.
- The mode of award is per item basis.

APPROVED BUDGET FOR THE CONTRACT: PHP 59,000.00

2. Delivery Period

Delivery Period shall not be later than 15 Calendar Days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at NPC-OBC WAREHOUSE, HEAD OFFICE, 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 (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 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), unless specifically required 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 or 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-PCA25-001**. 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)
1				
2				
3				
4				
<b>TOTAL BID PRICE</b>				

\_\_\_\_\_  
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.*





REPUBLIC OF THE PHILIPPINES  
 NATIONAL POWER CORPORATION  
 BIR Road cor. Quezon Avenue  
 Diliman, Quezon City

NON-OMA  
 PR NO.  
 HO-PCA25-001  
 Use this Number  
 in all communication

**PURCHASE REQUISITION**

Requisitioning Office: PROJECT CONTROL & ADMINISTRATION  
 Cost Center Number: 4001300 Local: 5298  
 GL No.: \_\_\_\_\_ OE No.: \_\_\_\_\_  
 WO No.: \_\_\_\_\_ JO No.: \_\_\_\_\_

Date: 01/17/25  
 Date Needed: 1/1  
 Deliver to: NPC Warehouse, Diliman, Quezon  
 Date PR Rcvd. by Proc Office: \_\_\_\_\_

ITEM NO.	NSN	COMPLETE DESCRIPTION/SPECIFICATION	QUANTITY	U/M	ESTIMATED COST	ASSIGNED GL/PO/IO
Office Equipment and Materials						
1	N040000000	EXTERNAL DRIVE 4TB PORTABLE 2.5 INCH USB 3.0	2	PC	20,500.00	077
2	N040000000	EXTERNAL DRIVE 2 TERABYTE USB 3.0 MY PASSPORT ESSENTIAL 2.5	2	PC	12,500.00	077
3	N040000000	MACHINE, SHREDDER 8 7/8 IN. THROAT WIDTH, 7.7 GALLON WASTEBASKET REMOVABLE, 10.01 FPM MAXIMUM SPEED	1	UNIT	18,000.00	077
4	N040000000	VOICE RECORDER DIGITAL, 16GB, W/ BUILT-IN MEMORY	1	PC	8,000.00	077
					PHP	59,000.00
					VAT	6,321.42
NET AMOUNT (PR AMOUNT LESS VAT)						52,678.57

ICG, Non-OMA (G)  
 Certificate of Budget Availability  
 CBA Ref. No. BU 25-02-513  
 Period: 2025  
 Account / WO/JO: ICG 077  
 Cost Center: 4001300  
₱ 59,000.00

LOGISTICS DEPARTMENT  
 Received by: OM \_\_\_\_\_ BCSO 18 FEB 25  
 Date Encoded: \_\_\_\_\_  
 MOP: PB LSB NP-SVP NP-ATA SH DC RO  
 Dept. Mgr.: \_\_\_\_\_ Facilitator: KCL

Certification of Stock Non-Availability  
[Signature]  
 A. A. CASIMIRO  
 MMSA, WAADD 2/19/25

Included in the PPMP  
[Signature]  
 G.G. UMALI  
 Senior Financial Analyst, PC

PURPOSE/REMARKS To be used by PCAD personnel.

Attachments:	Requisitioned by: <u>[Signature]</u> M. P. DIAMANTE Print Name & Position Acting Manager, PCAD Date	Approved for Purchase: <u>[Signature]</u> E. T. MALLARE Print Name & Position Officer-In-Charge, PMD
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