



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

May 04, 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. SO-SPU22-002 / REF NO. ~~SHR220511~~ - KLVD137 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City **on or before 9:30 am of 11 May 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"). 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:pp

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

In case no bid or insufficient number or bids is received on **11 May 2022**, 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 Php100,000 up to Php1,000,000 - via Sealed Offer (use drop box @ procurement office)

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

Very truly yours,

**ATTY. ROGEL T. TEVES**  
 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. SO-SPU22-002 / REF NO. SH8220571 - KLD137

**For the Supply and Delivery of:**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	BINDING MACHINE COMB	1	PC	20,000.00
2	PRINTER LASERJET, HEAVY DUTY	1	UNIT	40,000.00
TOTAL AMOUNT				60,000.00

**Note/s:**

- Item 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.
- Please refer to the attached sheets for the complete technical specifications.

**APPROVED BUDGET FOR THE CONTRACT: PHP 60,000.00**

**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-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.

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**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. SO-SPU22-002. 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 PRICE (PhP)
1				
2				
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.*

8

## Technical Specifications

### 1.0 GENERAL

This specification covers the features and technical requirements for the SUPPLY AND DELIVERY OF BINDING MACHINE & PRINTER.

All supplied items shall be brand new. They shall be suitable for the intended purpose and shall comply with all applicable regulations, quality, and dimension standards.

The Supplier shall accept full responsibility for his work including documentation, preparation for shipment, inspection, warranty provisions and compliance with the applicable codes and standards and the requirements of this Specification.

### 2.0 SCOPE OF WORKS

The scope of work shall cover the Supply and Delivery of Binding Machine & Printer.

ITEM	DESCRIPTION	NPC REQUIREMENTS		SUPPLIER'S DATA		
		QTY	UM	DESCRIPTION	QTY	UM
1	<b>BINDING MACHINE COMB</b> Features: <ul style="list-style-type: none"> <li>Punching Capacity 80g: 25 Sheets</li> <li>Binding Capacity: 500 Sheets</li> <li>Margin: 2.5/4.5/6.5 cm</li> <li>Compatible with A4 &amp; Letter Sized documents</li> <li>Number of Holes: At least 24 Holes (All movable cutters)</li> <li>Hole Distance: 14.3mm</li> </ul>	1	PC			
2	<b>PRINTER LASERJET, HEAVY DUTY</b> Features: <ul style="list-style-type: none"> <li>At least automatic 2-sided Print, Scan, and Copy Functions</li> <li>Built-in Gigabit Ethernet</li> <li>Printer Type: Laser Type</li> <li>Processor: At least Cortex-A9</li> <li>Memory: Minimum 1 GB</li> <li>Display: 3.7" TFT Color LCD</li> <li>Connectivity: Built-In wireless 802.11 b/g/n, WiFi Direct, built-in Gigabit Ethernet 10base-T/100Base-TX/1000 Base-T, Hi-Speed 2.0</li> </ul>	1	UNIT			

<ul style="list-style-type: none"> <li>• Paper Size: At least A4, Letter, A5, (A5 Long Edge), A6, Executive, Legal</li> <li>• Print Resolution: Up to 1200x1200 dpi</li> <li>• Scan Resolution(Optical/Enhanced): 1200x1200 dpi/19,200x19,200 dpi</li> <li>• Scan Type: Monochrome/Color</li> <li>• Copy Resolution: 1200x600 dpi</li> <li>• Printer Software: Must support at least Windows 7, 8, 8.1, 10</li> <li>• Power Supply: 220-240V, AC 50/60Hz</li> <li>• Ink Bundle: At least 2 sets of Toner/Drum</li> <li>• At least 1 year warranty</li> </ul>					
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### 3.0 DELIVERY PERIOD AND LOCATION

The delivery period shall be **THIRTY (30) CALENDAR DAYS** reckoned from receipt of Notice to Proceed.

The item shall be delivered to **National Power Corporation, Agham rd. Diliman Quezon City.**

### 4.0 ACCEPTANCE CRITERIA

The Supplier shall perform at his own expense all inspection required to ensure adequacy of design, material, workmanship and conformance of the supplied item to the requirements of the specifications and standards.

Necessary inspections at the place of delivery shall also be conducted with the presence of NPC representative.

Upon arrival of item at delivery site, NPC and the Supplier or their authorized representatives, shall jointly verify the item following the steps below:

- Inspection and verification of the packing list;
- Visual inspection of the condition of the packing and its surfaces; and

A record shall be prepared carefully noting all eventual shortages, defects or damages, signed by the Supplier and concurred by NPC. All shortages and damages noted shall be immediately replaced by the Supplier at his own cost

and shall ensure the timely delivery of replacement without affecting the agreed overall contract implementation schedule.

Acceptance certificate shall be issued only after all the required inspection and verification are satisfactorily conducted and performed.

If any item fails to pass the inspection, NPC may at his own judgment, direct the Supplier to replace the item.

## **5.0 GUARANTEE**

The Supplier shall guarantee the replacement of the supplied items at his own expense against defect in design, workmanship and materials for a period of one (1) year after acceptance by NPC.

The Supplier shall submit a Warranty Certificate (at least 1 year) effective from the date of acceptance by NPC.