



National Power Corporation
Access To Sustainable Energy Program - Project Management Office (ASEP-PMO)

REQUEST FOR QUOTATION

June 09, 2023

Sir/Madam:

Please provide us with your best offer for the items as specified in the Terms of Reference (TOR) for **Supply and Delivery of Additional Office Supplies for ASEP-PMO** and submit the same on or before **June 20, 2023** at the **ASEP-PMO office 2F ABDC Building, Sct. Rallos, cor Sct. Tuason St, Diliman, Quezon City** or via e-mail at **aseprns.npc@gmail.com** or at **acfrobles@napocor.gov.ph**

The following documents will also be required in case your submitted quotation will be evaluated as most responsive in our requirement:

1. Valid Mayor's Business Permit;
2. Certificate of PhilGEPS Registration;
3. Other documents/licenses that may be required.

In case no quotation or insufficient number of quotations is received on June 20, 2023, the deadline submission may be extended, as follows:

First (1 st) Extension	:	_____
Second (2 nd) Extension	:	_____
Third (3 rd) Extension	:	_____

For further inquiries, please contact Mr. Alfel Caesar F. Robles at mobile no. 09086031847 with e-mail address at acfrobles@napocor.gov.ph.

Thank you and looking forward to your response on this request the soonest.

Respectfully yours,

G. B. Magpoc, Jr.
GODOFREDO B. MAGPOC, JR.
 Project Director, ASEP-PMO

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NATIONAL POWER CORPORATION

Access To Sustainable Energy Program - Project Management Office (ASEP-PMO)

TERMS OF REFERENCE
SHOPPING

1. **Scope of Works: For the Supply and Delivery of ADDITIONAL OFFICE SUPPLIES FOR ASEP-PMO**

Item No.	DESCRIPTION	QTY. / UNIT
1	3-hole Binder, Legal 3" ring, Blue	80 PCS
2	Board paper, 220Gsm, A4 size white, 10 sheets/pack	20 PACKS
3	Board paper, 220 Gsm A4 size light green, 110 0 sheets/pack	20 PACKS
4	Pre-paid card, Smart, 500 Php	20 PCS
•Notes: •Mode of Award: per LOT basis		

2. **Delivery Period**

Delivery Period shall not be later than FIFTEEN (15) CALENDAR DAYS upon receipt of the Purchase Order.

3. **Delivery Point**

Items shall be delivered at ASEP-PMO OFFICE, GreatWork Studio 2F ABDC Building, Sct. Rallos, cor Sct. Tuason St, 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 Request For Quotation.

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 Most Responsive Quotation (MRQ).

9. Detailed Evaluation and Comparison of Bids

The MRQ shall be subjected to detailed evaluation against the Scope of Works 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 MRQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Most Responsive and Evaluated Quotation (MREQ).

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) from ASEP-PMO office within two (2) calendar days from receipt of the Notice of Award.
- b. Failure to secure the PO 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 by the supplier sent through letter or any electronic means 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. Reservation Clause

ASEP-PMO 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)**

To: ASEP-PMO Project Director :

I have read and examined the Terms of Reference for the **Supply and Delivery of Additional Office Supplies for ASEP-PMO**. 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	3-hole Binder, Legal 3" ring, Blue	80 PCS		
2	Board paper, 220Gsm, A4 size white, 10 sheets/pack	20 PACKS		
3	Board paper, 220 Gsm A4 size light green, 110 0 sheets/pack	20 PACKS		
4	Pre-paid card, Smart, 500 Php	20 PCS		
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.