



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52.1 b)

February 23, 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-PES24-001** Ref. No. SHB240306-260011 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 AM of 06 MARCH 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, a valid/updated Mayor's Permit must also be submitted.

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 or bids is received on 06 MARCH 2024, the deadline for submission may be extended, as follows:

First (1 st) Extension	:	<u>14 MARCH 2024</u>
Second (2 nd) Extension	:	<u>21 MARCH 2024</u>
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, Mr. Renz Gabriel L. Cruz at telephone no/s. 8921-3541 loc 5397 / Fax No. 8922-1622 with e-mail address at renzacruz.napocor@gmail.com

Very truly yours,

ATTY. MELCHOR P. RIDULME
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:** PRNO. HO-PES24-001 / REF NO. SHB240306 - R60011

**FOR THE SUPPLY AND DELIVERY OF COLORED A4 LASER PRINTER AND A4 & A3
PRINTER WITH SCANNER**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	WIND RESOURCE ASSESSMENT FROM SELECTED SPUG AREAS COLORED A4 LASER PRINTER	1 PC	45,000.00
2	WIND RESOURCE ASSESSMENT FROM SELECTED SPUG AREAS A4/A3 PRINTER W/ SCANNER	1 SET	37,000.00
5TOTAL AMOUNT			82,000.00

Notes:

- **Warranty:** Shall be at least One (1) year
- **Mode of Award:** Lot Award. However, Bid Price offer should not exceed ABC per item.
- **All materials/items to be supplied by the winning bidder shall be brand new, genuine, and in its original packaging.**
- **Must Indicate Brand/Mode, Brochure & Specifications on your quotation.**
- **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 82,000.00

2. **Delivery Period**

(see attached technical specifications for complete details)

3. **Delivery Point**

(see attached technical specifications for complete details)

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.

- PhilGEPS Certification and Mayor's/Business Permit.

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

(see attached technical specifications for complete details)

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 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. HO-PES24-001. 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.

TECHNICAL SPECIFICATIONS

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TECHNICAL SPECIFICATIONS

TS-1.0 GENERAL

This specification shall cover the supply and delivery of one (1) unit of Colored A4 Laser Printer and one (1) unit of A3/A4 Printer with Scanner. The printers will be used to publish and scan documents of Renewable Energy Development Team (i.e. tender documents, travel reports, and other necessary documents.)

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.

TS-2.0 SCOPE OF WORKS

The scope of works shall cover the supply and delivery of the following items:

- One (1) unit of Colored A4 Laser Printer; and
- One (1) unit of A3/A4 Printer with Scanner

TS-3.0 DELIVERY PERIOD AND LOCATION

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

The one (1) unit of Colored A4 Laser Printer and one (1) unit of A3/A4 Printer with Scanner shall be delivered to the Office of the Vice President of the Power Engineering Services, NPC Head Office, Diliman, Quezon City.

TS-4.0 TECHNICAL SPECIFICATIONS

These specifications cover the features and technical requirements for the supply and delivery of Colored A4 Laser Printer and A3 Printer with Scanner. All items must be unused/brand new in sealed packaging.

TS-4.1 COLORED A4 LASER PRINTER

The **Colored A4 Laser Printer** shall have the following minimum functionalities and features:

- It shall be able to print colored documents in standard paper size (e.g., A4, Letter & Legal) correlating with correct resolution of colors intended to be printed;
- The printer should have easy to operate user interface via touchscreen display and control pad;

- The printer should be able to connect in a network via Ethernet and USB type cables;
- The printer should be compatible with Microsoft Windows, MacOS and Linux; and
- The printer shall come with extra toner cartridges (1 for each color)

The table below defines the minimum equipment requirement, its channel & operation range, and its accessories specifications.

Specifications/Descriptions	Parameters
Printer Type	Laser Printer
Media Size (Standard Tray)	A4, Letter, Legal
Max. Printing Resolution	600 x 600 dpi
Connectivity/Networking	Ethernet and USB Type 2.0
Printing Speed	At least 30ppm
User Interface	Integrated with Touchscreen LCD and control pads
USB Direct Print & Scan	Yes
2-sided printing	Yes
Operating Voltage	220-240Vac
Frequency	60Hz

Table 1.0 Technical Specification for Colored A4 Laser Printer.

TS-4.2 A3/A4 PRINTER WITH SCANNER

The **A3/A4 Printer with Scanner** shall have the following minimum functionalities and features:

- It shall be able to print and scan documents in standard A3-sized paper and smaller paper sizes available in the market;
- It shall also have the features: scan-to-PC, scan-to-USB, and scan-to-network;
- The printer should have easy to operate user interface via touchscreen display and control pad;
- The printer should be able to connect in a network via Ethernet & USB type cables;
- The printer should be compatible with Microsoft Windows, MacOS and Linux.
- The printer shall have Ink Tank System and shall be easy for ink refilling. In case of printers with cartridges, it shall be converted to ink tank system prior to delivery by the Supplier; and
- The printer shall come with extra ink (1 for each color).

The table below defines the minimum equipment requirement, its channel & operation range, and its accessories specifications.

Specifications/Descriptions	Parameters
Media Size (Standard Tray)	A3 and smaller paper size
Printing Resolution	Up to 1200 x 4800 dpi
Maximum Printing Size	A3
Scanner	Platen type and/or Feed-in type
Connectivity/Networking	Ethernet and USB Type 2.0
Printing Speed	At least 20ppm (standard color) and 35ppm (fast mode)
User Interface	Integrated with Touchscreen LCD and control pads
Direct Printing and Scanning	Yes
Automatic 2-sided printing	Yes
Borderless Printing	Yes
Enlargement/Reduction Ratio	25%-400% (1% increment)
Operating Voltage	220-240Vac
Frequency	60Hz

Table 2.0 Technical Specification for A3/A4 Printer with Scanner.

TS-5.0 GUARANTEE

The Supplier shall give full guarantee that all furnished equipment shall be brand-new, unused, fully functional, and free from defect. This guarantee shall provide a warranty of at least one (1) year. The warranty shall cover that all supplied and delivered equipment are free from defects against materials and workmanship from manufacturing. The supplier shall be responsible for the repair and/or replacement of the defective equipment. Expenses regarding the repair and/or replacement of the parts shall be into the account of the supplier. The Supplier shall submit Warranty Certificate stating the requirements in this clause upon the delivery of the equipment.

TS-6.0 MEASUREMENT OF PAYMENT

NPC shall pay the supplier within thirty (30) calendar days after the issuance of Certificate of Acceptance.