



# National Power Corporation

## REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

December 06, 2023

\_\_\_\_\_  
\_\_\_\_\_  
Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-CAG24-001** Ref. No. CHB231213-KB00927 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 AM of 13 December 2023**.

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 **13 December 2023**, 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, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8921-3541 loc 5776 / Fax No. 8922-1622 with e-mail address at [kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com)

Very truly yours,

**ATTY MELCHOR P. RIDULME**  
Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468  
Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)





Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SHOPPING – 52.1 b)**

1. **Scope of Works:** PRNO.HO-CAG24-001/ REF NO. QFB23123 - KB00427

**For the Supply and Delivery of: ONE (1) UNIT OF PRINTER, ETC.**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	PRINTER 3 IN 1 (PRINT, SCAN COPY), CONTINUOUS INK SUPPLY SYSTEM	1 PC	22,000.00
2	FLASH DRIVE 128 GB CAPACITY	4 PC	6,000.00
TOTAL AMOUNT			<b>28,000.00</b>

**Notes:**

- **Mode of Award: Lot Award**
- **Warranty: at least One (1) Year for Item No. 1 and 5 Years Limited Warranty for Item No. 2**
- **See attached sheet for complete Technical Specification**
- **Indicate brand and submit specifications/brochure to support the offered item**
- **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 28,000.00**

**2. Delivery Period**

Delivery Period shall not be later than **Fifteen (15) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **NPC 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.



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**TECHNICAL SPECIFICATIONS**

PURCHASE REQUISITION NO.  
HO-CAG24-001

**PRINTER 3IN1 (PRINT, SCAN, COPY), CONTINUOUS INK SUPPLY**

Description	Specifications (Minimum)
Quantity	<ul style="list-style-type: none"> <li>• 1 Unit</li> </ul>
Features	<ul style="list-style-type: none"> <li>• Print, Scan, Copy</li> <li>• Compact integrated tank design</li> <li>• Spill- free, error-free refilling</li> <li>• Wi-fi and Wi-fi Direct</li> <li>• Borderless printing up to 4R</li> </ul>
<b>PRINTER TYPE</b>	
Print Method	<ul style="list-style-type: none"> <li>• On-demand inkjet</li> </ul>
Maximum Resolution	<ul style="list-style-type: none"> <li>• 5760 x 1440 dpi</li> </ul>
Nozzle Configuration	<ul style="list-style-type: none"> <li>• 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)</li> </ul>
Print Speed	<ul style="list-style-type: none"> <li>• Photo Default - 10 x 15 cm / 4 x 6 " *1:</li> <li>• Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2</li> </ul>
<b>COPYING</b>	
Maximum Copy Resolution	<ul style="list-style-type: none"> <li>• 600 x 600 dpi</li> </ul>
Maximum Copy Size	<ul style="list-style-type: none"> <li>• A4, Letter</li> </ul>
ISO 29183, A4 Simplex (Black / Colour)	<ul style="list-style-type: none"> <li>• Up to 7.7 ipm / 3.8 ipm</li> </ul>
<b>SCANNING</b>	
Scanner Type:	<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Flatbed colour image scanner</li> </ul>
Optical Resolution:	<ul style="list-style-type: none"> <li>• 1200 x 2400 dpi</li> </ul>
Maximum Scan Area:	<ul style="list-style-type: none"> <li>• 216 x 297 mm</li> </ul>
Scanner Bit Depth (Colour):	<ul style="list-style-type: none"> <li>• 48-bit input, 24-bit output</li> </ul>
Scanner Bit Depth (Grayscale):	<ul style="list-style-type: none"> <li>• 16-bit input, 8-bit output</li> </ul>
Scanner Bit Depth (Black & White):	<ul style="list-style-type: none"> <li>• 16-bit input, 1-bit output</li> </ul>
Flatbed (Black / Colour):	<ul style="list-style-type: none"> <li>• Up to 11 sec / 28 sec</li> </ul>
<b>PAPER HANDLING</b>	
Number of Paper Trays	<ul style="list-style-type: none"> <li>• 1</li> </ul>
Standard Paper Input Capacity	<ul style="list-style-type: none"> <li>• Up to 100 sheets of Plain Paper (80 g/m2)</li> <li>• Up to 20 sheets of Premium Glossy Photo Paper</li> </ul>
Output Capacity	<ul style="list-style-type: none"> <li>• Up to 30 sheets of Plain Paper (80 g/m2)</li> <li>• Up to 20 sheets of Premium Glossy Photo Paper</li> </ul>
Maximum Paper Size	<ul style="list-style-type: none"> <li>• 215.9 x 1200 mm</li> </ul>



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Paper Sizes	<ul style="list-style-type: none"><li>Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6,</li></ul>
Operating System Compatibility	<ul style="list-style-type: none"><li>Windows 10, 11</li></ul>
<b>CONSUMABLES</b>	
Black Ink Bottle:	<ul style="list-style-type: none"><li>Page Yield*5: 4,500 Pages</li></ul>
Cyan Ink Bottle:	<ul style="list-style-type: none"><li>Page Yield*5: 7,500 Pages (Composite Yield)</li></ul>
Magenta Ink Bottle:	<ul style="list-style-type: none"><li>Page Yield*5: 7,500 Pages (Composite Yield)</li></ul>
Yellow Ink Bottle:	<ul style="list-style-type: none"><li>Page Yield*5: 7,500 Pages (Composite Yield)</li></ul>
<b>INTERFACE</b>	
USB:	<ul style="list-style-type: none"><li>USB 2.0</li></ul>
Network:	<ul style="list-style-type: none"><li>Wi-Fi, Wi-Fi Direct</li></ul>
<b>PRINTER SOFTWARE</b>	
Printer Software:	<ul style="list-style-type: none"><li>Print, scan, copy, drivers</li></ul>
<b>INCLUDES</b>	<ul style="list-style-type: none"><li>3X65ml bottles each of: Black, Cyan, Magenta, Yellow</li></ul>



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**TECHNICAL SPECIFICATIONS**

**PURCHASE REQUISITION NO.  
HO-CAG24-001**

**128GB FLASH DRIVE**

	<b>Description</b>	<b>Specifications (Minimum)</b>
	Quantity	• 4 Units
	Capacity	• 128GB
	Connector	• Dual USB type-C and type A connectors
	Compatibility	• USB 3.1 (backward compatible with USB 2.0
		• Automatically-detected when connected to an OTG-enabled smartphone or tablet. Requires Android™ smartphone or tablet with On-The-Go (OTG) compatibility.
		• Compatible with PC and Mac computers – no drivers needed: Windows Vista, Windows 7, Windows 8, Windows 10, Mac OS 10.6+
	Features	• Flash drive for your OTG-enabled Android Devices
		• Dual connectors bridge phones, Tablets, and computers
		• Super-fast transfer speed from drive to computer
	Interface	• USB 3.0
	Warranty	• 5 years Limited Warranty

## 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

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. 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-CAG24-001**. 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)
<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.*