



## National Power Corporation

### REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

May 04, 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-CRT23-005** Ref. No. **SVP230525 - KA00133** and submit the same in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman, Quezon City on or before **9:30 A.M. of May 25, 2023**.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

2. 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:

- Valid Mayor's Permit showing the expiry date
- PhilGEPS Registration Number ;

3. Other documents: : Please refer to the attached TOR

Additional Documentary Requirements, if applicable:

- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

The Warranty Period shall be: Please refer to the attached TOR

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, **Ms. Kris-Anne F. Andal** at telephone no/s. 8921-3541 loc 5746 with e-mail address at [kris\\_napocor@yahoo.com.ph](mailto:kris_napocor@yahoo.com.ph) & [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

Very truly yours,



**RENE B. BARRUELA**

Vice President, CAG and Chairman,  
Bids and Awards Committee

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Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT – 53.9)**

1. **Scope of Works:** PR NO. HO-CRT23-005 / REF NO. SVP230525 - MA 00133

**For the Computer Software License Document Management System (DMS)**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Computer Software License Document Management System (DMS) Solution with Redaction Speed Scanner (80-90PPM)	1 LOT	627,800
<b>TOTAL AMOUNT</b>			<b>Php 627,800.00</b>

*Note/s: A. Attached additional terms of reference*

*B. Contract duration shall be for one (1) year*

*C. 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*

**Delivery Period**

Delivery Period shall not be later than **15 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

**2. Delivery Point**

Items shall be delivered at **NPC-HO Centra Records & Technical Documents Division**

**3. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

**4. Late Bids**

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

**5. 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.

## 6. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

## 7. 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 (LCB).

## 8. Detailed Evaluation and Comparison of Bids

The LCB 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.

## 9. Post-qualification

Submitted documents of the LCB shall be subjected to post qualification evaluation.

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

## 10. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

## 11. 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.

## 12. PO Effectively

- 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.

## 13. Terms of Payment

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

## 14. 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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**NATIONAL POWER CORPORATION**  
**Central Records & Technical Documents Division**

**TERMS OF REFERENCE**

**Purchase Requisition No. HO-CRT23-005**

**COMPUTER SOFTWARE LICENSE**  
**DOCUMENT MANAGEMENT SYSTEM (DMS)**

**1. OBJECTIVE**

The main objective of the computer software license is to be able to support the high-speed scanner project for Document Management System KOFAX purchased by CRTDD.

**2. SCOPE OF WORK**

The winning bidder shall supply and deliver the system, install updates, and provide technical and administrative support for the Computer Software License for DMS. The winning will conduct training to CRTDD Personnel as the end-user.

**3. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is Six Hundred Twenty-Seven Thousand Eight Hundred Pesos (Php627,800.00) inclusive of VAT.

**4. ACCEPTABLE DETAILED REQUIREMENTS FOR HIGH-SPEED SCANNER FOR:**

<b>BRAND</b>	<b>: PANASONIC</b>
<b>MODEL</b>	<b>: KV-S50787</b>
<b>SPEED/PPM OF THE SCANNER</b>	<b>: 80PPM (PORTRAIT), 100 PPM (LANDSCAPE)</b>

**4.1. CAPTURE SYSTEM**

**4.1.1.** Kofax Express for Low Volume – seamless integration with ADF scanner for direct invoke of corresponding scan speed, able to extract using OCR, Barcode (1D/2D) and multiple document separation and deployment – dotNetframework 3.2, install, setup and configure of Kofax Express 3.2, license activation, simple job, setup, basic end-user training, UAT, with Capture Bites Export Connector to Fofax Express for Desktop to Docushare.

## **4.2. REDACTION FEATURE**

- 4.2.1. Capture Bites Metatools that able to redact information from output or processed images pending actual release to central repository and multi-export that allows export of processed automatically in multiple export folders and collection with non-redacted and redacted images.

## **4.3. STANDALONE CAPTURE SYSTEM**

### **4.3.1. System**

- Standalone

### **4.3.2. Edition**

- Able to support approximately 80ppm scan speed

### **4.3.3. Powerful Information Capture**

- Automate document capture and archiving
- Powerful workstation-based package

### **4.3.4. Scalable and Extendable**

- Supports the ability to add additional workstations for scanning, indexing, and export
- Provides the ability to deploy additional processing power and stations to improve the throughput of their system

### **4.3.5. Intuitive and User-Friendly Interface**

- Must have familiar interface as Microsoft® Office applications
- Execute commands with a single mouse click for faster adoption and greater productivity

### **4.3.6. Highest Image Quality**

- Should enables users to easily manipulate multiple document images
- Should allow users to find, replace, gather, zoom, divide, rotate, swap, order, and place document images
- Should have patented image perfection software
- Should make images look better without any pre-scan document preparation or setup
- System should allow increase extraction accuracy and automation

#### **4.3.7. Integrations**

- System should have integration with Microsoft SharePoint
- Should enable to index, classify and deliver documents and data into SharePoint
- Should allow easy and fast retrieval in SharePoint
- Should support export connectors for out-of-the-box compatibility with popular ECM and ERP systems
- May have an export API to be available for custom or advanced export use
- System should be able to export to the agency's existing ECM or backend retrieval but not limited to inherent or third-party plug-in or add on

#### **4.3.8. Data and Zonal Recognition**

- Should be able to automatically extract data from documents in over 100 languages
- Should have OCR (Optical Character Recognition) for text
- Should have ICR (Intelligent Character Recognition) for handwriting
- Must have bar codes recognition that automatically extracts and populated data into index fields
- System should be able to have automatic data recognition
- System should accelerate document indexing
- System should ensure accuracy over manual data entry
- System should allow users to train to locate the key index information in a document and remember that location and extracts the data from future documents, reducing manual data entry effort

#### **4.3.9. Bar Code Capabilities**

- System must read most commonly used 1D and 2D bar codes, even those obscured with stamps, handwriting or coffee cup stains
- System should allow scanning in color to improve accuracy further, allowing flawless decoding of bar codes at low resolutions (100 or 150 dpi)
- System should be able to detect bar codes wherever they are placed on a page, even when they are skewed at angles

#### **4.3.10. Rubber Band Recognition**

- System must have easily index documents by selecting the text in the document with their mouse
- System must automatically populate the index field with the information highlighted by the user

- System should automatically divide documents based on patch codes, bar codes or inserted blank pages

#### **4.3.18. Post-Scan Processing with Corrections**

- System must have a feature that may reserves the image for later inspection and correction by the operator without needing to rescan the document
- System should retain enough information from the original that the operator can manually correct the image after completion, enabling the scanner to run without pause
- System must have a feature that may erase signatures or sensitive information from scanned images with the erase inside function or redaction but not limited to inherent or third-party plug-in or add-on

#### **4.3.19. Visual Undo History**

- System must have Undo button that shows the sequence of processes that were done or undone on any document image

#### **4.3.20. Background Export**

- System must have background processing or export that complements Searchable PDF and image compression
- System should allow processing in the background so operators can continue to scan productively in the foreground

#### **4.3.21. Validation Scripts and Database Lookup**

- System should have capability to use VB.NET, to create validation scripts for enforcing business rules
- System should have function of looking up data from multiple database sources
- System should have a feature to validate data entered into a field

#### **4.3.22. Point-and-Click Rescan**

- System should have a "Point-and-Click Rescan" option to improve the process by inserting the rescanned document in the correct place without rescanning the entire batch

#### **4.3.23. Flexible Document Separation**

- System must have capability to separate groups of documents automatically
- System must have capability to divides the batch into individual document groups



- System should automatically divide documents based on patch codes, bar codes or inserted blank pages

#### **4.3.24. Post-Scan Processing with Corrections**

- System must have a feature that may reserves the image for later inspection and correction by the operator without needing to rescan the document
- System should retain enough information from the original that the operator can manually correct the image after completion, enabling the scanner to run without pause

#### **4.3.25. Visual Undo History**

- System must have Undo button that shows the sequence of processes that were done or undone on any document image

### **5. DELIVERY PERIOD**

Delivery period for the entire Scope of Work is fifteen (15) calendar days reckoned from receipt of Notice to Proceed.

### **6. DELIVERY POINT**

Delivery point shall be at CRTDD, NPC Head Office, Diliman, Quezon City.


### **7. TERMS OF PAYMENT**

NPC shall pay the CONTRACTOR within thirty (30) days from receipt of the complete supporting documents as required by NPC and upon completion of the session in the application of the system. Checks will be prepared for payment to the CONTRACTOR subject to existing taxes.

Prepared by:

  
**ARMIGLENDA I. LANTING**  
OIC-Section Chief, CRTDD

Approved:

  
**ROEL M. MANANSALA**  
Manager, CRTDD

**SUPPLIER'S BID QUOTATION  
(NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-CRT23-005**. 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				
TOTAL BID PRICE				

\_\_\_\_\_  
Name and Signature of Authorized Representative  
Date \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Details

\_\_\_\_\_  
e-mail address

Payment Terms: 30 calendar days  
Delivery Period: 15 calendar days  
Price Validity: 120 calendar days  
Delivery Point: NPC-HO CRTDD  
Warranty: \_\_\_\_\_

*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.*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or International financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretary, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretary, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriation or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the Government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_ 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

*[Jurat]*  
*[Format shall be based on the latest Rules on Notarial Practice]*