



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SMALL VALUE PROCUREMENT - 53.9)**

April 05, 2024

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Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-CRT24-007** Ref. No. **SVP240405-KB00182 (SVP2)** 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 AM** of **12 April 2024**.

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:

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

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

Additional Documentary Requirements, if applicable:

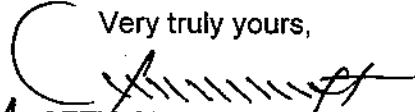
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at [kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com) or [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

Very truly yours,

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



**NATIONAL POWER CORPORATION**

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Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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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: PRNO.HO-CRT24-007/REF NO.SVP240405-KB00182 (SVP2)**

**For the SUPPLY, DELIVERY, AND INSTALLATION OF PRINTHEAD FOR PRINTER HP T1700  
LARGE FORMAT**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	PRINTHEAD HP T1700	1	SET	34,000.00
TOTAL AMOUNT				34,000.00
Notes: <ul style="list-style-type: none"><li>• Please see attached End User's Term of Reference and Scope of Works.</li><li>• Warranty: Shall be at least Three (3) Months on labor and materials</li><li>• 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:<ul style="list-style-type: none"><li>- Payment Terms</li><li>- Contract Period</li><li>- Price Validity</li><li>- Delivery Point</li><li>- Warranty</li></ul></li></ul>				

**APPROVED BUDGET FOR THE CONTRACT: PHP 34,000.00**

**2. Contract Period**

Contract 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 **CRTDD, NPC 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.



**NATIONAL POWER CORPORATION**  
**Central Records & Technical Documents Division**

**TERMS OF REFERENCE**

**Purchase Requisition No. HO-CRT24-007**  
**PRINthead FOR PRINTER HP T1700 LARGE FORMAT**

**1. OBJECTIVE**

The main objective of the printhead is the transfers color and/or data (characters, images) onto media such as paper and a component in a printer that houses ink cartridges for printers purchased by CRTDD.

**2. SCOPE OF WORK**

The winning bidder shall supply and deliver the system, install updates, and provide technical support for the Printer.

**3. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is Thirty-four Thousand Pesos (Php34,000.00) inclusive of VAT.

**4. ACCEPTABLE DETAILED REQUIREMENTS FOR PRINthead FOR PRINTER:**

**BRAND** : HP  
**MODEL** : T1700

**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 Item. Checks will be prepared for payment to the CONTRACTOR subject to existing taxes.

Prepared by:

  
**ZENON C. TAYAO**  
Section Chief, CRTDD

Approved:

  
**RODRIGO B. NOJADERA**  
Manager, GSD

**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. 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 end user's Terms of Reference)

**15. Warranty**

Warranty shall be at least Three (3) Months on labor and materials.

**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.

—————remaining spaces are intentionally left blank—————

**SUPPLIER'S BID QUOTATION  
(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-CRT24-007 (SVP2)**. 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.*