



**National Power Corporation  
REQUEST FOR QUOTATION  
(SHOPPING – 52 .1 b)**

13 May 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-CWA24-006**, Ref. No. **SHB240401-NA00159 (SH2)** and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City **on or before 09:30 A.M. of 20 May 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, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

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 **20 May 2024**, 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 : \_\_\_\_\_

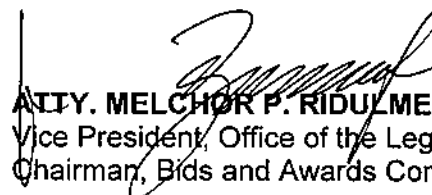
**The RFQ/Bid Proposal shall be submitted by the bidder to NPC on the manner of submission based on the ABC as follows:**

**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, **Ms. Nathalie Claire R. Abarquez** at telephone no/s. 8921-3541/ local no. 5244 / Fax No. 8922-1622 with e-mail address at [bcsd@napocor.gov.ph](mailto:bcsd@napocor.gov.ph) or [ncrabarquez@napocor.gov.ph](mailto:ncrabarquez@napocor.gov.ph).

Very truly yours,

  
**ATTY. MELCHOR P. RIDULME**  
Vice President, Office of the Legal Counsel and  
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: PR NO. HO-CWA24-006 / REF NO. SHB240401-NA00159 (SH2)**

**For the SUPPLY AND DELIVERY OF MATERIALS AND EQUIPMENT**

PR Item	DESCRIPTION	QTY.	ABC (PhP)
1	BOOTS, RUBBER	14 PAIR	8,400.00
2	CHAIR MONOBLOCK, WHITE WITH BACKREST WITHOUT ARMREST	10 PC	6,500.00
3	GENERAL OFFICE CHAIR MIDBACK CHAIR WITH FIXED ARMRESTS, POLYPROPYLENE SHELL BACK COVER, ADJUSTABLE BACKRESTS, ADJUSTABLE HEIGHT-HYDRAULIC LIFT, 5 LEG	6 PC	27,000.00
4	HARD DRIVE EXTERNAL PORTABLE EXTERNAL HARD DRIVE 2TB USB 3.0 and USB 2.0 AUTOMATION CONTINUOUS BACKUP PASSWORD PROTECTION SYSTEM HIGH CAPACITY	3 PC	20,799.00
5	KNIFE, SWISS STAINLESS WITH COMPLETE ACCESSORIES	2 PC	3,800.00
6	MOUSE OPTICAL, USB CONNECTION TYPE	2 PC	600.00
7	TABLE FOLDING COLOR: WHITE; 6 FT. COMMERCIAL GRADE FOLDING TABLE, STACKABLE DESKTOP, STURDY, FOLDING FRAME, LIGHTWEIGHT	1 PC	5,500.00
8	WATER DISPENSER HOT AND COLD	1 UNIT	9,000.00
9	WORKING CLOTHES PANTS, TACTICAL	7 PC	35,000.00
<b>GRAND TOTAL</b>			<b>116,599.99</b>

**NOTE:**

- Mode of award is lot award considering that the bid offer will not exceed the ABC per item.
- Item to be supplied by the winning bidder should be brand new.
- WARRANTY for items 1-7 and 9 shall be **at least three (3) months** while item 8 shall be **at least one (1) year**.
- Please provide specifications or brochures.
- Refer to the attached minimum specifications for the item (1 page).

**APPROVED BUDGET FOR THE CONTRACT: PHP 116,599.99**

**2. Delivery Period**

Delivery Period shall not be later than thirty (30) calendar days upon receipt of the Purchase Order / Notice to Proceed.

**PRODUCT SPECIFICATIONS FOR HO-CWA24-006**

DESCRIPTION	QUANTITY	U/M
<b>Account 077- Materials and equipment</b>		
<b>BOOTS</b> - Rubber - Black - non-slip, breathable and breathable - Medium cut - PVC, polyester lining - High quality - Different sizes (to be given by CLWAT)	14	PAIRS
<b>MONOBLOCK CHAIR</b> - White - With backrest, without armrest - High quality - Sturdy - dimensions: width 370mm, length 365mm, Gross weight: 2.28 kg	10	PC
<b>GENERAL OFFICE CHAIR</b> - Midback chair with fixed armrest, adjustable height and backrest - Maximum weight capacity is 100kg - 360 degree swivel function - Ergonomic and dynamic which will provide comfort and durability - Resolution: 0.01mm	6	PC
<b>HARD DRIVE</b> - External 2TB HDD, USB 3.0 connectivity - With password protection system - Free rescue data recovery - Compatible for windows and MAC devices	3	PC
<b>SWISS KNIFE</b> - 12 in 1 key function - Stainless	2	PC
<b>MOUSE OPTICAL</b> - Wired, USB port Connection, black - at least 1 year warranty - 150 cm cable length	122	PCS
<b>FOLDING TABLE</b> - White - 6ft, 2 folds - Weather resistant, sturdy, stackable desktop, high quality - dimension: 182 x 76 x 74 cm	1 75 2	PC SACK ROLL
<b>WATER DISPENSER</b> - Hot and cold function, top load - Hot and cold function - non-spill water container support - Durable, with cabinet - floor standing, Double safety, child safety lock	1	PC
<b>PANTS</b> - Lightweight, convertible into short, hand and back pockets - Water repellent - Durable, breathable, quick dry - Machine washable - High Quality, Branded	7	PC

**3. Delivery Point**

4. Item shall be delivered at **NPC-CLWAT, CHEPP Compound, Brgy. Bagong Silang, Lumban, Laguna.**

**5. Bid Submission**

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

**6. Late Bids**

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

**7. 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.

**8. Bid Price Validity**

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

**9. 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).

**10. 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.

**11. Post-qualification**

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

- Original Mayor's/ Business Permit and PhilGEPS membership certificate

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

**12. Total Contract Price**

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

**13. 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.

#### **14. PO Effectivity**

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.

#### **15. Terms of Payment**

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

#### **16. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty), unless specified in the scope of works.

#### **17. 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).

#### **18. 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).

#### **19. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

#### **20. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

#### **21. 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 the 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-CWA24-006**. 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	<b>BOOTS, RUBBER</b>	<b>14 PAIR</b>		
2	<b>CHAIR MONOBLOCK, WHITE WITH BACKREST WITHOUT ARMREST</b>	<b>10 PC</b>		
3	<b>GENERAL OFFICE CHAIR MIDBACK CHAIR WITH FIXED ARMRESTS, POLYPROPYLENE SHELL BACK COVER, ADJUSTABLE BACKRESTS, ADJUSTABLE HEIGHT-HYDRAULIC LIFT, 5 LEG</b>	<b>6 PC</b>		
4	<b>HARD DRIVE EXTERNAL PORTABLE EXTERNAL HARD DRIVE 2TB USB 3.0 and USB 2.0 AUTOMATION CONTINUOUS BACKUP PASSWORD PROTECTION SYSTEM HIGH CAPACITY</b>	<b>3 PC</b>		
5	<b>KNIFE, SWISS STAINLESS WITH COMPLETE ACCESSORIES</b>	<b>2 PC</b>		

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (Php)	TOTAL PRICE (Php)
6	MOUSE OPTICAL, USB CONNECTION TYPE	2 PC		
7	TABLE FOLDING COLOR: WHITE; 6 FT. COMMERCIAL GRADE FOLDING TABLE, STACKABLE DESKTOP, STURDY, FOLDING FRAME, LIGHTWEIGHT	1 PC		
8	WATER DISPENSER HOT AND COLD	1 UNIT		
9	WORKING CLOTHES PANTS, TACTICAL	7 PC		
<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.*