



**National Power Corporation**

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

March 17, 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-ESD23-001 / REF NO. SHB230327-KL00072 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City **on or before 9:30 am of 27 March 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"). Mayor's Permit must be updated and current. Expired Mayor's Permit will disqualify the bid. The Mayor's Permit must be uploaded as "Annex A".

For Red or Blue Members:

- 1. Valid Mayor's Permit
- 2. PhilGEPS Registration Number ;

In case no bid or insufficient number or bids is received on 27 March 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 Php100,000.00 up to Php1,000,000.00 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Ms. Kristine C. Lacatan at telephone no/s. 8-924-5397 with e-mail address at kclacatan@napocor.gov.ph.

Very truly yours,

  
**RENE B. BARRUELA**  
Chairman, Bids and Awards Committee





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-ESD23-001 / REF NO. SHB230327- KL 00072

For the Supply and Delivery of:

Item No.	DESCRIPTION	QTY.	U/M	ABC (Php)
1 & 14	TONER CARTRIDGE CANON IMAGECLASS MF635CX, CANON 045 YELLOW (OMA & Non-OMA)	10	PC	₱68,000.00
2 & 15	TONER CARTRIDGE CANON IMAGECLASS MF635CX, CANON 045 MAGENTA (OMA & Non-OMA)	10	PC	₱68,000.00
3	DRUM KIT CANON LBP 7018C	2	PC	₱20,000.00
4	INK REFILL EPSON L3150 SERIES, MAGENTA	10	BOT	₱4,000.00
5	INK REFILL EPSON L3150 SERIES, CYAN	10	BOT	₱4,000.00
6	INK REFILL EPSON L3150 SERIES, BLACK	10	BOT	₱4,000.00
7	INK REFILL EPSON L3150 SERIES, YELLOW	10	BOT	₱4,000.00
8	TONER CARTRIDGE CANON LBP 7010C 329 SERIES CYAN	3	PC	₱15,000.00
9	TONER CARTRIDGE CANON LBP 7010C 329 SERIES MAGENTA	3	PC	₱15,000.00
10	TONER CARTRIDGE CANON LBP 7010C 329 SERIES BLACK	3	PC	₱15,000.00
11 & 16	TONER CARTRIDGE CANON IMAGECLASS MF635CX, CANON 045 BLACK (OMA & Non-OMA)	15	PC	₱102,000.00
12 & 17	TONER CARTRIDGE CANON IMAGECLASS MF635CX, CANON 045 CYAN (OMA & Non-OMA)	10	PC	₱68,000.00
13	TONER CARTRIDGE CANON LBP 7010C 329 SERIES YELLOW	3	PC	₱15,000.00
<b>TOTAL AMOUNT</b>				<b>₱402,000.00</b>

Note/s:

- a. Items to be supplied by the winning bidder should be brand new.
- b. Warranty should be at least three (3) months.
- c. The mode of award is on lot basis.
- d. 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 402,000.00

**2. Delivery Period**

Delivery Period shall not be later than **20 Calendar Days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **NPC-OBC 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.

**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 Bid (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 Single /Lowest Calculated Responsive Quotation (S/LCRQ).

**11. Total Contract Price**

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

**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-ESD23-001 with specific descriptions, to wit:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1 & 14				
2 & 15				
3				
4				
5				
6				
7				
8				
9				
10				
11 & 16				
12 & 17				
13				
<b>TOTAL BID PRICE</b>				

- Payment Terms 30 Calendar Days
- Delivery Period 20 Calendar Days
- Price Validity 120 Calendar Days
- Delivery Point NPC-OBC WAREHOUSE, HEAD OFFICE, DILIMAN, QUEZON CITY
- Warranty 3 Months

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.*