



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

December 27, 2022

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-HRM23-001 / REF NO. 221124 - KL (SH2) and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City **on or before 9:30 am of 19 January 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:pp

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

In case no bid or insufficient number or bids is received on 19 January 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, 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



01-06-23



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-HRM23-001 / REF NO. SHB221124 - KL (SH2)

For the Supply and Delivery of:

Item No.	DESCRIPTION	QTY.	U/M	ABC (Php)
1	DATER AUTOMATIC DATER ELECTRONIC TIME MACHINE	1	PC	22,000.00
2	PRINTER, WIRELESS, ALL-IN-ONE	1	UNIT	30,000.00
3	SCANNER, DOCUMENT SCANNER, AUTOMATIC, DOCUMENT FEEDER	1	UNIT	35,000.00
4	SUPPLY POWER UPS 650VA	1	PC	5,000.00
TOTAL AMOUNT				92,000.00

**Note/s:**

- a. Item to be supplied by the winning bidder should be brand new.
- b. Warranty should be at least one (1) year.
- c. The mode of award is per item basis.
- d. Please refer to the attached sheets for the complete technical specifications.
- e. 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 92,000.00**

**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.

## 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), unless specifically required in the scope of works.

**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 or 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-HRM23-001 (SH2) 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				
2				
3				
4				
<b>TOTAL BID PRICE</b>				

- Payment Terms \_\_\_\_\_
- Delivery Period \_\_\_\_\_
- Price Validity \_\_\_\_\_
- Delivery Point \_\_\_\_\_
- Warranty \_\_\_\_\_

\_\_\_\_\_  
 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.*



# NATIONAL POWER CORPORATION

## TECHNICAL SPECIFICATIONS PURCHASE REQUISITION NO. HO-HRM23-001

### 1. AUTOMATIC DATER ELECTRONIC TIME MACHINE

- ❖ Time stamping
- ❖ Numbering
- ❖ Can Customized message or company initial
- ❖ 12- or 24-hour format settings
- ❖ Right or left printing option
- ❖ Adjustable Printing Position & Printing Length
- ❖ Displays current time and date on large LCD screen
- ❖ Three-ways print activation: automatic, manual or semi-automatic
- ❖ Programmable Settings
- ❖ Three Liner Printing/Stamp

**NPC / OM - HRD**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Received by: \_\_\_\_\_

- ❖ With five (5) pcs ribbon cartridge (Ink Color: Blue / Violet)
- ❖ Warranty: One (1) Year

### 2. PRINTER, WIRELESS, ALL-IN-ONE

- ❖ Print/Scan/Copy/WiFi
- ❖ Printer Connectivity Type: Wireless
- ❖ Printing Resolution of 5760 dpi
- ❖ Product Measures: 23 x 6 x 14
- ❖ Product Weight: 1.25
- ❖ With Printer Cable, Power Adapter, Starter Ink Set and User Manual
- ❖ Warranty: One (1) Year

### 3. SCANNER, DOCUMENT SCANNER, AUTOMATIC, DOCUMENT FEEDER

- ❖ Scanning Side: Simplex/Duplex. Can scan single or two-sided documents in a single pass.
- ❖ Feeding Capacity: 50 – 60 sheets
- ❖ Feeding Method: Automatic document feed with page continuous scanning
- ❖ Multiple Scan Destination: Scan quickly and submit to multiple
- ❖ Image-optimization features: Includes multi-feed detection, background removal and blank page removal
- ❖ Easy sharing and collaboration email or upload to storage services such as Dropbox, Google Drive, etc.
- ❖ Warranty: One (1) Year

#### **4. SUPPLY, POWER UPS 650 VA**

- ❖ Lead time: Usually in stock
- ❖ Main Output Voltage: 230V
- ❖ Rated Power in W: 325 W
- ❖ Rated Power in VA: 650 VA
- ❖ NB of Power Socket Outlets: 2 universal receptacles
- ❖ Cable Length: 1.22M
- ❖ Number of Cable: 1
- ❖ Battery Type: Lead acid battery
- ❖ Provided Equipment: Installation Guide
- ❖ Provided Web Sub-family: Entry Level
- ❖ Number of Power module free and filled slot: 0
- ❖ Color: Black
- ❖ Height: 14.1cm
- ❖ Width: 10.1cm
- ❖ Depth: 30cm