



NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION
(SHOPPING - 52 .1 b)

June 28, 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-IST22-011 Ref. No. SHB220711 - KA 10297 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 pm of July 11, 2022.

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, a valid/updated Mayor's Permit must also be submitted.

For Red 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 July 11, 2022, the deadline for submission may be extended, as follows:

- First (1st) Extension : _____
Second (2nd) Extension : _____
Third (3rd) 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 Php 100, 000.00 - via fax/e- mail/ bid proposal to procurement officer 8922-1622/kris_napocor@yahoo.com.ph
Above Php 100, 000 up to Php1, 000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Kris-Anne F. Andal at telephone no/s. 8921-3541 Local: 5746.

Very truly yours,

Signature of Rene B. Barruela
RENE B. BARRUELA
Vice President, CAG and Chairman,
Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80
Fax No. (632) 921-2468
Website: www.napocor.gov.ph



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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-IST22-011 Ref. No. SHB 220711 - KA 00277

For the Supply and Delivery of Toner Cartridges and ten (10) other items

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Toner Cartridge HP CE743A, Magenta (for the use of HP Color LaserJet Professional CP5220, Printer Series)	3 PC	₱ 60,400
2	Toner Cartridge HP CE742A, Yellow (for the use of HP Color LaserJet Professional CP5220, Printer Series)	3 PC	₱ 60,400
3	Toner Cartridge HP CE740A, Black (for the use of HP Color LaserJet Professional CP5220, Printer Series)	3 PC	₱ 60,400
4	Toner Cartridge HP CE741A, Cyan (for the use of HP Color LaserJet Professional CP5220, Printer Series)	3 PC	₱ 60,400
5	Toner Cartridge Black, (Original) (for Canon Toner 319)	30 PC	₱ 120,000
6	Network Switch 8 Ports Gigabit	19 UNIT	₱ 140,000
7	UPS Battery for Uninterruptable Power Supply 12V 9AH	30 UNIT	₱ 45,000
8	CD DVD-R/RW+R/RW, Blank	150 PC	₱ 5,000
9	Precision Tools for Laptop/Desktop	4 SET	₱ 20,000
10	Hard Disk Drive Portable, 5TB Capacity, USB 3.0 with auto backup software	10 PC	₱ 105,000
11	Hard Disk Drive 2.5 inch, Sata, Internal for Laptop	60 PC	₱ 270,000
TOTAL			Php 946,600.00

Note/s:

- A. All materials/items to be supplied by the winning bidder/s should be brand new, genuine and in its original packaging;
- B. See attached additional technical specifications
- C. Warranty for item nos. 1-5 shall be at least Three (3) months
 For item nos. 6-11 shall be at least One (1) year

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-HO, OBC WAREHOUSE 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 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 S/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).

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.



NATIONAL POWER CORPORATION

PURCHASE REQUISITION NO. HO-IST22-011

TECHNICAL SPECIFICATIONS (MINIMUM)

Item	Description / Specifications	Quantity	Total
1	TONER, HP CE743A, MAGENTA Original/Authentic HP	3	60,400.00
2	TONER, HP CE742A, YELLOW Original/Authentic HP	3	60,400.00
3	TONER, HP CE740A, BLACK Original/Authentic HP	3	60,400.00
4	TONER, HP CE741A, CYAN Original/Authentic HP	3	60,400.00
5	TONER CARTRIDGE BLACK, ORIGINAL CANON TONER 319	30	120,000.00
6	NETWORK SWITCH 8 PORTS GIGABIT POE, QOS	19	140,000.00
7	UPS UNINTERRUPTIBLE POWER SUPPLY BATTERY SEALED LEAD ACID, VALVE REGULATED 9AH, 12V, HEAVY DUTY	30	45,000.00
8	DVD-R 4.7GB CAPACITY	150	5,000.00
9	PRECISION TOOL CORDLESS SCREW DRIVER KIT 3.6V BATTERY, MICRO USB WITH CABLE, AT LEAST 33-PIECE SCREWDRIVER BIT SET, CARRYING CASE DUAL ACTIVATION MODE MECHANICAL CLUTCH WITH 5 TORQUE SETTINGS	4	20,000.00
10	HARD DISK DRIVE PORTABLE, 5TB CAPACITY, USB 3.0 WITH AUTO BACKUP SOFTWARE	10	105,000.00
11	HARD DISK DRIVE 2.5 INCH, SATA, SSD INTERNAL, 500GB	60	270,000.00
	Total		946,600.00

**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-IST22-011** 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 (Php)
TOTAL				

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.