



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

13 FEBRUARY 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-IST23-002** Ref. No. QVP 230228 - RF 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 A.M.** of **13 FEBRUARY 2023**.

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;

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: **One (1) year.**

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, **Ms. Rochelle S. Fajardo** at telephone no. 921-3541/ local no. 5564 / Fax No. 922-1622 with e-mail address at **rochelle.npc@gmail.com.**

Very truly yours,


RENE B. BARRUELA
Vice President, CAG and Chairman,
Bids and Awards Committee





Republic of the Philippines
NATIONAL POWER CORPORATION

TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SMALL VALUE PROCUREMENT) – 53.9)

1. **Scope of Works:** HO-IST23-002 **Ref. No.** QVP230228-RF

One (1) Year Contract Subscription Renewal of License and Partner Support for the Existing SPUG-IPPABX System

Item No.	DESCRIPTION	QTY.	ABC (Php)
1	Computer Software License and DENR Permits / Clearance SPUG IP-PABX	1 LOT	740,000.00
APPROVED BUDGET FOR THE CONTRACT:			<u>740,000.00</u>

Notes:

- Please see attached **End User's Terms of Reference**.
- Please refer to End-User's Terms of Reference for **QUALIFICATION REQUIREMENTS**
- **The technical specifications form must be supported by any of the following:**
Manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, **brochure/s**, sample/s and independent test data. **Failure to attach here the required document/s shall automatically disqualify the participating VENDOR.**
- **Warranty** shall be at least one (1) year.

2. Delivery Period

Delivery Period shall not be later than **30 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **NAPOCOR, SPUG Data Center, 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.

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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

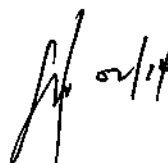
- a. The PO Shall take effect immediately upon receipt of the PO / NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

14. Terms of Payment

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

15. Warranty

See attached End User's Terms of Reference.

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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.

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**SUPPLIER'S BID QUOTATION
(SMALL VALUE PROCUREMENT) – 53.9)**

To: The BAC Chairman:

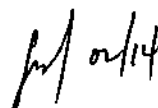
I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-IST23-002** I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (Php)	TOTAL PRICE (Php)
TOTAL				

- Payment Terms** : 30 Calendar Days
- Delivery Period** : 30 Calendar Days
- Price Validity** : 120 Calendar Days
- Delivery Point** : NAPOCOR, SPUG Data Center, Quezon City
- Warranty** : One (1) Year

Name and Signature of Authorized Representative
Date _____
Company Name _____
Contact Details _____
E-mail address _____

Notes:
-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.
-In using this form for this bidding, indicate the PR number to avoid confusion





NATIONAL POWER CORPORATION

TERMS OF REFERENCE

P.R. NO. HO-IST23-002

ONE (1) YEAR CONTRACT SUBSCRIPTION RENEWAL OF LICENSE AND PARTNER SUPPORT FOR THE EXISTING SPUG-IPPABX SYSTEM

1. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **Seven Hundred Forty Thousand Pesos (Php 740,000.00)** inclusive of VAT and all applicable government taxes.

2. PLACE AND DATE OF DELIVERY

The winning VENDOR shall supply and deliver the deliverables at **NAPOCOR, SPUG Data Center, Quezon City**. Thirty (30) calendar days from receipt of the Notice to Proceed (NTP).

3. PROJECT PURPOSE

The project is to avail of a one (1) year contract subscription renewal of license and partner support for the existing SPUG-IPPABX system for the CY 2023.

4. QUALIFICATION REQUIREMENTS

- 4.1. The VENDOR must have completed, a single contract that is similar to this project, equivalent to at least fifty percent (50%) of the ABC, and shall have at least five (5) years of experience undertaking a similar contract. For this purpose, similar contracts shall refer to the supply, delivery, installation, configuration, testing, and commissioning of the IPPABX unified communication system.
- 4.2. The VENDOR refers to the VENDOR/ provider of the IPPABX Unified Communication System in connection specified in the Terms of Reference.
- 4.3. Other documentary requirements to be submitted by VENDOR:
 - 4.2.1 Certification from the Manufacturer's main/regional office stating that the VENDOR is an Authorized Business Partner of the brand being offered.
 - 4.2.2 Certificate of Warranty and After Sales Support for the supply, delivery, installation, configuration, testing, and commissioning of the IPPABX unified communication system.

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- 4.2.3 Brochures, Technical Datasheet, or equivalent document for the proposed equipment showing compliance with the required minimum Technical Specifications.
- 4.2.4 The time frame from the issuance of Notice to the Proceed up to the final acceptance of the project must not exceed thirty (30) calendar days.
- 4.2.5 All software, materials, and equipment must be delivered within thirty (30) calendar days after the Notice to Proceed (NTP).

5. FEATURES

The IPPABX unified communication system must be compatible and equipped with functionalities that can seamlessly integrate with the dialing plan and call policies, including software and hardware compatibility of the existing IPPABX unified communication system.

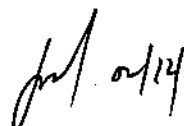
6. SCOPE OF WORK

The scope of work shall include but are not limited to the following:

- 3.1 Provision of one (1) year license for Enterprise Business Edition Software, of Mitel IPPABX Windows 2019 Server platform.
- 3.2 The Software provided must have access to published software, patches, fixes, updates, major, upgrades, and documentation that is then provided to the customer.
- 3.3 Configuration, and test all system functionalities of voice switches, IP phones, and Mitel Connect applications registered on the Mitel Connect Director.
- 3.3 The Partner Support program shall include hardware replacements that cover Voice Switches and Service Appliances.
Note: The existing IP phones are excluded from the hardware replacement.
- 3.4 Remote/On-site Support 8 am to 5 pm, and Next Business Day (NBD) response window during the subscription period.
- 3.5 A three (3) man-days technical and hands-on laboratory training shall be provided, conducted in a classroom environment on the IPPBX basic functionalities, and programming features.

The training shall be good for four (4) NAPOCOR personnel.

A training course outline shall be submitted by the VENDOR along with the bid.

A handwritten signature in black ink, followed by the date "01/14".

7. TECHNICAL SPECIFICATIONS

ITEM	NPC REQUIREMENTS &/ SPECIFICATIONS	VENDOR'S COMPLIANCE
1.	<p>License</p> <p>Provision of one (1) year license for Enterprise Business Edition Software, of Mitel IPPABX Windows 2019 Server platform.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p>
2.	<p>Software</p> <p>The Software must have access to published software, patches, fixes, updates, major, upgrades, and documentation that is then provided to the customer.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p>
3.	<p>Configuration and Testing</p> <p>Configuration, and test all system functionalities of voice switches, IP phones, and Mitel Connect applications registered on the Mitel Connect Director.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p>
4.	<p>Partner Support</p> <p>The partner support program shall include hardware replacements that cover Voice Switches and Service Appliances.</p> <p>Note: The existing IP phones are excluded from the hardware replacement.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p>

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ITEM	NPC REQUIREMENTS &/ SPECIFICATIONS	VENDOR'S COMPLIANCE
5.	<p>Technical Support</p> <p>Remote/on-site support 8 am to 5 pm, and Next Business Day (NBD) response window during the subscription period.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
5.	<p>Training</p> <p>A three (3) man-days technical and hands-on laboratory training shall be provided, conducted in a classroom environment on the IPPBX basic functionalities, and programming features.</p> <p>The training shall be good for four (4) NAPOCOR personnel.</p> <p>A training course outline shall be submitted by the VENDOR along with the bid.</p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>
8.	<p>Mode of Award</p> <p>The mode of the award shall be <u>Lot Award</u></p>	<p>COMPLY/ NOT COMPLY</p> <p>Pls. refer to:</p> <hr/>

NOTE: THE TECHNICAL SPECIFICATIONS FORM MUST BE SUPPORTED BY ANY OF THE FOLLOWING:

*Manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, **brochure/s**, sample/s, and independent test data. Failure to attach here the required document/s shall automatically disqualify the participating VENDOR.*

8. ACCEPTANCE PLAN

A Certificate of Acceptance shall be issued by NPC-ITSD Representative only after the VENDOR has successfully uploaded/installed, configured, and tested the IPPABX License and Partner Support Agreement.

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for 01/14