



## National Power Corporation

### REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

20 October 2023

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-IST23-011** Ref. No. **SVP230511-KA00120 (SVP3)** and 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 06 November 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 ;

3. Other documents: : Please refer to the attached TOR

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: Please refer to the attached TOR

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. Riza Joy B. De Luna** at telephone no/s. 8921-3541 loc 5746 with e-mail address at [delunari.npc@gmail.com](mailto:delunari.npc@gmail.com) & [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

Very truly yours,

**ATTY. MELCHOR P. RIDULME**

Vice President, Office of the Legal Counsel  
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: PR NO. HO-IST23-011 / REF NO. SVP230511-KA00120 (SVP3)**

**For the ONE (1) YEAR LICENSE AND SUPPORT FOR THE PDF DOCUMENT EDITOR**

Item No.	DESCRIPTION	QTY.	ABC (Php)
1	For the ONE (1) YEAR LICENSE AND SUPPORT FOR THE PDF DOCUMENT EDITOR	29 Units	440,000.00
TOTAL AMOUNT			Php 440,000.00

*Note/s: A. Attached additional terms of reference*

*B. Contract duration shall be for one (1) year*

*C. 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*

**Delivery Period**

Delivery Period shall not be later than **15 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

**2. Delivery Point**

Items shall be delivered at NPC-HO - Information System & Technology Division

**3. Bid Submission**

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

**4. Late Bids**

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

**5. 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.

## **6. Bid Price Validity**

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

## **7. 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).

## **8. 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.

## **9. Post-qualification**

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

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

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

## **10. Total Contract Price**

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

## **11. 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.

## **12. PO Effectively**

- 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.

## **13. Terms of Payment**

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

## **14. 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.

----- Remaining spaces intentionally left blank -----

**SUPPLIER'S BID QUOTATION  
(NP-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-IS23-011**. 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 PRICE (PhP)
1				
TOTAL BID PRICE				

\_\_\_\_\_  
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-IST23-011**

	Description	Minimum Specifications
<b>1.</b>	<b>PORTABLE DOCUMENT FORMAT (PDF) APPLICATION SOFTWARE</b>	
	Quantity	<ul style="list-style-type: none"> <li>• 29 units</li> </ul>
	License Type	<ul style="list-style-type: none"> <li>• Perpetual</li> </ul>
	Advanced PDF Editing	<ul style="list-style-type: none"> <li>• Automatically identifies text boxes and allows users to paragraph edit with seamless reflow of paragraphs like a word processor.</li> <li>• Modify text, objects, format, organization, and layout with powerful document editing capabilities.</li> <li>• Add text, images, and video to your PDF document.</li> </ul>
	Organize PDF	<ul style="list-style-type: none"> <li>• Add, delete, or combine pages from multiple PDF files to create new PDF documents.</li> <li>• Thumbnail panel allows you to re-organize pages by simply dragging and dropping page thumbnails within a document or from one document to another.</li> <li>• Delete, add, swap, flatten, crop, and extract pages in a PDF document.</li> </ul>
	OCR Text Recognition	<ul style="list-style-type: none"> <li>• Converts scanned content to editable and searchable text.</li> </ul>
	Edit scanned documents	<ul style="list-style-type: none"> <li>• Editable Text mode allows the resulting OCR'd text to be edited using paragraph editing.</li> </ul>
	Export PDF Content	<ul style="list-style-type: none"> <li>• Easily share PDF content by exporting to Microsoft Word, PowerPoint and Excel; RTF; HTML; text; and image formats.</li> </ul>
	Redaction	<ul style="list-style-type: none"> <li>• Permanently removes visible text and images from PDF documents to protect confidential information. Search and Redact to help protect information in larger files.</li> </ul>
	Content Management System Integration	<ul style="list-style-type: none"> <li>• Integration with many popular Content Management Systems, like SharePoint and iManage.</li> </ul>
	Standard and XFA Form Filling	<ul style="list-style-type: none"> <li>• Supports interactive and non-interactive PDF forms. XFA (XML Form Architecture) form filler allows you to leverage existing XFA forms</li> </ul>
	Design and develop electronic forms	<ul style="list-style-type: none"> <li>• Converts your current forms into electronic PDF forms. Easy to use forms design tools that let you create forms through automated form field recognition and naming.</li> </ul>
	Protect PDF documents	<ul style="list-style-type: none"> <li>• Control access by securing with passwords / certificates. Microsoft Azure Information Protection (AIP) integration. FIPS compliance.</li> </ul>



**NATIONAL POWER CORPORATION**

Sign PDF documents	<ul style="list-style-type: none"> <li>Send, sign, and save PDF documents using DocuSign. Validate and sign documents using digital signatures. Sign in your own handwriting or apply a saved image as a signature using PDF Sign.</li> </ul>
Section 508 Compliance	<ul style="list-style-type: none"> <li>Enables PDF document accessibility for people with disabilities.</li> </ul>
PDF portfolios	<ul style="list-style-type: none"> <li>Open, read, and create PDF portfolios.</li> <li>Perform searches within a single file and/or across all files in the portfolio.</li> </ul>
PDF/A, E and X Validation and Creation	<ul style="list-style-type: none"> <li>Verifies that the document is compliant with PDF/A-1a or PDF/A-1b, PDF/E and PDF/X standards</li> </ul>
Supported Systems	<ul style="list-style-type: none"> <li>Windows 11, 10, 8</li> <li>Microsoft Office 2010 or later version (required for some PDF creation features)</li> </ul>
Training	<ul style="list-style-type: none"> <li>One (1) day virtual training on deployment and configuration for at least ten (10) personnel</li> </ul>
After-Sales Support	<ul style="list-style-type: none"> <li>One (1)-year               <ul style="list-style-type: none"> <li>Unlimited 8x5 remote support (Phone, Chat, Email) from Mondays to Fridays, 8AM to 5PM</li> <li>Unlimited 24x7 international helpdesk support (Phone, Chat, Email)</li> <li>Unlimited version upgrades</li> </ul> </li> </ul>
Approved Budget for the Contract	<ul style="list-style-type: none"> <li>PHP 440,000.00</li> </ul>
Other Documentary Requirement	<ul style="list-style-type: none"> <li>Certification from the Manufacturer's or Distributor's main/regional office stating that the VENDOR is an Authorized Business Partner of the brand being offered</li> </ul>
Delivery Point	<ul style="list-style-type: none"> <li>ITSD, NPC Head Office</li> </ul>
Delivery Period	<ul style="list-style-type: none"> <li>Fifteen (15) days from the receipt of Notice to Proceed</li> </ul>