



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

23 May 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-PPL22-003, Ref. No. SH220601-FF0018D and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 09:30 A.M. of 01 June 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, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

For Red or Blue 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 01 June 2022, the deadline for submission may be extended, as follows:

First (1 st) Extension	:	_____
Second (2 nd) Extension	:	_____
Third (3 rd) 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, Mr. Francis Papagayo at telephone no/s. 921-3541/ local no. 5776 / Fax No. 922-1622 with e-mail address at francisp.napocor@gmail.com.

Very truly yours,


ATTY. ROGEL T. TEVES
 Vice President, PES 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
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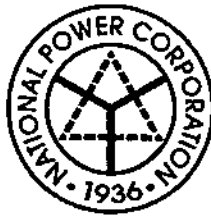


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Republic of the Philippines
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SHOPPING – 52.1 b)**

1. **Scope of Works:** PR NO. HO-PPL22-003 / SHB200601 - FFD18D

For the Supply and Delivery of: Document Scanner

Item #	DESCRIPTION	QTY.	ABC (PhP)
1	Digital Imaging / Document Scanner (See attached Technical Specifications)	1 Unit	200,000.00
TOTAL			200,000.00

Notes:

- Mode of Award is per **Lot Award**
- Warranty shall be at least **One (1) Year**
- Indicate brand and submit specification/brochure to support the offered item
- See attached sheet for the complete Specifications

APPROVED BUDGET FOR THE CONTRACT: PHP 200,000.00

2. Delivery Period

Delivery Period shall not be later than **Thirty (30) 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 Bid (LCB).

9. 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.

10. Post-qualification

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

- Original Mayor's/ Business Permit and PhilGEPS membership certificate
The bid that PASSED the Post-Qualification shall be declared as the Single /Lowest Calculated Responsive Bid (S/LCRB).

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 specified 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 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.

**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. **PR NO. HO-PPL22-003**. 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-PPL22-003**

Description	DOCUMENT SCANNER SPECIFICATIONS (MINIMUM)
Scanner Type	ADF (Automatic Document Feeder)
Scanning modes	Simplex / Duplex, Color / Grayscale / Monochrome
Multi-feed detection	Ultrasonic multi-feed detection sensor x 1, Paper detection sensor
Scanning speed (A4 Portrait)	Simplex: 50 ppm (200/300 dpi), Duplex: 100 ipm (200/300 dpi)
Optical Resolution	At least 600 dpi
Interface	At least USB 3.0
Document size	Letter, legal, A4, A5, A6, A8, custom sizes, long page support
ADF Capacity	At least 100 sheets (A4 80 g/m ² or Letter 20 lb)
Power requirements	AC 100 to 240 V \pm 10%
Included software / drivers	<ul style="list-style-type: none">• Drivers (TWAIN/TWAIN x64/ISIS)• Software to configure various settings such as the operation of the scanner and managing the consumables• Error recovery guide• Software for batch scanning• Software for displaying and organizing image files• Software to convert, edit, share, and collaborate on PDFs and scans.
Supported Operating Systems	Windows® 10 (32-bit/64-bit), Windows® 8.1/8 (32-bit/64-bit)
Environmental compliance	ENERGY STAR® and RoHS
Included items	ADF paper tray/feeder, AC cable, AC adapter, USB cable, Setup DVD-ROM