



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SHOPPING – 52.1b)**

26 June 2024

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

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-RMS24-003** Ref. No. SHR240708 - RA00331 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 AM** of **08 July 2024**.

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

In case no bid or insufficient number of bids is received on **08 July 2024**, 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 Php 100,000.00 up to Php 1,000,000.00 – via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, **Ms. Ardee A. Alcancia** at telephone no/s. 8- 9245-300 loc 5208 / Fax No.8- 922-1622 / email address: mraalcancia@napocor.gov.ph

Very truly yours,

**TATTY. MELCHOR P. RIDULME**  
 Chairman, Bids and Awards Committee



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 Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
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Republic of the Philippines  
NATIONAL POWER CORPORATION

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

1. **Scope of Works:** PR NO. HO-RMS24-003 / REF. NO. SHB240708 - RA00331

**SUPPLY AND DELIVERY OF TIME STAMP MACHINE, ETC.**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	DIGITAL DATE/TIME STAMPING MACHINE	2	Pcs	40,640.00
2	AIRCOOLER, HEAVY DUTY TYPE	1	Unit	14,000.00
3	AUTOMATIC EMERGENCY LIGHT	2	Pcs	10,000.00
4	DOCUMENT SCANNER	1	Unit	49,500.00
<b>TOTAL</b>				<b>114,140.00</b>
<b>Please refer to the attached complete technical specifications consisting of 2 pages, marked as ANNEX "A"</b>				

**Notes:**

- **Warranty: Shall be at least one (1) year**
- **Please see attached Technical Specification.**
- **Mode of Award: per ITEM basis**
- **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 114,140.00**

**2. Delivery Period**

Delivery Period shall not be later than Fifteen (15) calendar days upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at NPC-HO 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 LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Lowest Calculated Responsive Quotation (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.

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**SUPPLIER'S BID QUOTATION  
(SHOPPING – 52.1b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-RMS24-003**. 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)
<b>TOTAL BID PRICE</b>				

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

SPECIFICATIONS FOR THE FOLLOWING ITEMS UNDER PR NO. HO-RMS-24-003 FOR RESOURCE MANAGEMENT SERVICES OFFICER USE		
ITEM NO.	PARTICULARS	DESCRIPTION/ SPECIFICATION
1	DIGITAL DATE/ TIME STAMPING MACHINE (Electric Date Stamp)	<ol style="list-style-type: none"> <li>1) Illuminating LED makes easier to set date, time and day of the week &amp; set the document correctly</li> <li>2) Easy to read large visible window shows date, time and day of the week</li> <li>3) Perpetual calendar, automatically adjust</li> <li>4) Built in battery back up during power failure</li> <li>5) Customizable/ selectable printing order</li> <li>6) Preset comments such as SENT, IN, OUT, EMAIL, CANCEL etc.</li> <li>6) 12 to 24 hour print format</li> <li>7) Left/ right margin printing,</li> <li>8) 1 to 8 digit numbering</li> <li>9) 220 W power</li> </ol>
2	AIRCOOLER, HEAVY DUTY TYPE	<ol style="list-style-type: none"> <li>1) With 3 wind modes &amp; 3 levels airflow</li> <li>2) With hidden caster wheels</li> <li>3) 12 hour timer</li> <li>4) LCD display &amp; touch panel, temperature detection and display</li> <li>5) 35 or more liter water capacity w/ removable water tank</li> <li>6) With 3 sides cooling pad &amp; automatic swing function</li> <li>7) 220 W power for up to 50sqm area</li> <li>8) With remote control</li> <li>9) 2 in 1 function- air &amp; aircooler</li> <li>10) Alarm function for low water etc.</li> <li>11) Auto drying function</li> </ol>

3	AUTOMATIC EMERGENCY LIGHT	1) Turn on automatically during power outage
		2) Fully adjustable eyeball shaped light 3) Unbreakable thermoplastic housing 4) 30 degree beam angle 5) Fire retardant 6) 2W LED light bulbs 7) Fuse protected
4	DOCUMENT SCANNER	1) At least 40ppm/ 80ipm scanning in color, grayscale & monochrome
		2) At least 80 sheets Automatic Document Feeder (ADF) 3) Embossed card scanning 4) Output resolution 50-1200 dpi 5) Daily scan volume at least up to 4000 pages per day 6) Document that can fit a maximum size of 215.9x6096mm  ***

