



National Power Corporation

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT - 53.9)

25 January 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-TMD24-005** Ref. No. **SVP231129-JD00410 (SVP4)** 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 07 February 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

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. 5611 with e-mail address at delunarj.npc@gmail.com & bcsd@napocor.gov.ph

Very truly yours,


ATTY. MELCHOR P. RIDULME
Vice President, Office of the Legal Counsel
and Chairman, Bids and Awards Committee



NATIONAL POWER CORPORATION

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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-TMD24-005 / REF NO. SVP231129-JD00410 (SVP4)

For the Calibrator/Calibration Arbitrary Function Generator

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Calibrator/Calibration Arbitrary Function Generator	1 Unit	500,000.00
TOTAL AMOUNT			Php 500,000.00

Note/s: A. Attached additional terms of reference

B. Warranty 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

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 **NPC-HO Testing & Metrology Services Division**

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.

- 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).

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 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.

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
 (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-TMD24-005 (SVP4)**. 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.

TECHNICAL SPECIFICATIONS

Item	Description	NPC's Requirements
1.0	Instrument	Function Generator
2.0	No. of Channels	Two (2)
3.0	Resolution	14-bit or higher
4.0	Frequency Range	
	a. Sine Frequency	$\leq 1\mu\text{Hz}$ to $\geq 50\text{MHz}$
	b. Square Frequency	$\leq 1\mu\text{Hz}$ to $\geq 40\text{MHz}$
	c. Ramp Frequency	$\leq 1\mu\text{Hz}$ to $\geq 800\text{kHz}$
	d. Pulse Frequency	$\leq 1\text{mHz}$ to $\geq 40\text{MHz}$
5.0	Pulse Width	Up to $\leq 999.99\text{s}$
6.0	Amplitude (Output)	
	a. Range (into 50Ω)	$\leq 60\text{ MHz}$: 1 mVp-p to 10Vp-p
	b. Range (into open circuit or High-Z)	$\leq 60\text{ MHz}$: 2 mVp-p to 20Vp-p
	c. Accuracy	\pm (1% of setting +1 mVp-p) or better
	d. Resolution	Minimum of 4 digits
7.0	DC	
	a. Range (into 50Ω)	-5V to +5V
	b. Resolution	Minimum of 4 digits
	c. Accuracy	\pm (1% of setting +1mV) or better
8.0	Noise Bandwidth	$\geq 100\text{MHz}$
9.0	Protection Features	Minimum protection of Over Current protection and Short-Circuit Protection
10.0	Power Source	120/240 switchable, 60Hz or Internal Battery Pack
11.0	User Manual	Yes
12.0	Calibration Manual	Yes
11.0	With Complete Accessories	Yes
12.0	Warranty	One (1) Year Minimum
13.0	Traceability	Provide Calibration Report and Certificate Traceable to National or International Calibration Laboratory
14.0	Training	Yes