



# National Power Corporation

## REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

August 29, 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-WIT23-007** Ref. No. **SHB230607-KB00153 (SHB2)** and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 AM of 05 September 2023**.

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, a valid/updated Mayor's Permit must also be submitted.

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 **05 September 2023**, 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 Php100,000 up to Php1,000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, **Mr. Keano Angelo D. Bernabe** at telephone no/s. **8921-3541 loc 5776 / Fax No. 8922-1622** with e-mail address at **[kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com)**

Very truly yours,

**ATTY MELCHOR P. RIDULME**

Chairman, Bids and Awards Committee



**NATIONAL POWER CORPORATION**  
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Quezon City 1100, Philippines  
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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:** PRNO.HO-WIT23-007 / REF NO. SHB230607-KB00153 (SHB2)

**FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	PEN, BALLPEN FINE POINT, 0.7MM, BLACK/BLUE	97 PCS	1,455.00
2	PEN, BALLPEN FINE POINT, 0.5MM, BLUE/BLACK	2,591 PCS	38,865.00
3	MAGAZINE FILE BOX, 110MM X 220 MM X 265MM, WITH OPEN END	174 BOXES	24,360.00
4	MARKER, FLUORESCENT YELLOW/GREEN/PINK/BLUE	107 SETS	7,490.00
5	BINDER, RING, 50MM X 1.12M, PLASTIC	26 PCS	2,080.00
6	DISC, DIGITAL VIDEO DVD REWRITABLE (DVD+RW), 4.7 GB DUAL LAYER WITH SLIM CASE	41 PCS	3,280.00
7	DISC, DIGITAL VIDEO DVD, RECORDABLE (DVD+R), 4.7GB DUAL LAYER, WITH SLIM CASE	75 PCS	3,000.00
8	BOX, STORAGE DROPSIDE/COLLAPSIBLE, 15"W, 24"L, 10"H	3,225 PCS	387,000.00
9	PEN, BALLPOINT FINE POINT, 0.7MM, BLUE/BLACK	277 PCS	4,155.00
10	PEN, BALLPOINT, FINE, 0.5MM, BLUE/BLACK	1,677 PCS	25,155.00
11	MAGAZINE FILE BOX, 110MM X 220MM X 265MM, WITH OPEN END	399 BOXES	55,860.00
12	MARKER, FLUORESCENT YELLOW/GREEN/PINK/BLUE	194 SETS	13,580.00
13	BINDER, RING, 50MM X 1.12M, PLASTIC	162 PCS	12,960.00
14	DISC, DIGITAL VIDEO DVD REWRITABLE (DVD+RW), 4.7GB DUAL LAYER, WITH SLIM CASE	143 PCS	11,440.00
15	DISC, DIGITAL VIDEO DVD, RECORDABLE (DVD+RW), 4.7GB DUAL LAYER, WITH SLIM CASE	567 PCS	22,680.00
TOTAL AMOUNT			<b>613,360.00</b>

**Notes:**

- **Warranty:** Shall be at least Three (3) Months
- Indicate brand and submit specifications/brochure to support the offered item
- 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
- **Mode of Award:** Lot Award
- Please See Attached Technical Specification for Reference

**APPROVED BUDGET FOR THE CONTRACT: PHP 613,360.00**

# TECHNICAL SPECIFICATION

**1. BOX, STORAGE, FULL-FLAPPED  
SLOTTED CARTON, COLLAPSIBLE,  
DOUBLE BASE, 15 W, 24 L, 10 H,  
SINGLE-WALL CORRUGATED HD**

Please See NPC Sample

**2. PEN, BALLPOINT, FINE, 0.7MM,  
BLUE/ BLACK**

- For easy and super-smooth writing
- Attr: Retractable Ballpen
- Pen Tip Size: 0.7 mm
- Color: Black/Blue
- Packaging Size: 1 pc

**3. PEN, BALLPOINT, FINE, 0.5MM,  
BLUE/ BLACK**

- For easy and super-smooth writing
- Pen Tip Size: 0.5 mm
- Smear-proof
- Color: Black/Blue
- Packaging Size: 1 pc

**4. MAGAZINE FILE BOX,  
110MM X 220MM X 265MM,  
WITH OPEN END**

- Horizontal
- 12 x 24 x 40 cm
- 300 g
- Color: Blue/Green

Please See NPC Sample

*[Handwritten signature]*

*[Handwritten initials]*

**5. MARKER, FLUORESCENT,  
YELLOW/ GREEN/ PINK/ BLUE**

- Water-Based
- Tip Material: Felt
- Capped – Snap On

**6. BINDER, RING, 50MM X 1.12M,  
PLASTIC (2 X 44)**

- Material: Plastic
- Size: 50mm
- Color: Black or Blue
- Length: 44"

**7. DVD, RE-WRITABLE, 4X SPEED,  
4.7GB CAPACITY**

- Type: Storage media - DVD+RW (DVD Re-Writable)
- Dimension: 120mm (4.7 inch)
- 4.7GB storage capacity
- 4x Write Speed
- 120 Minutes storage capacity
- Add, erase or write over content on a disc
- Excellent for storage of images, documents, music, videos

**8. DVD, RECORDABLE, 16X SPEED,  
4.7GB CAPACITY**

- Type: Storage media - DVD-R
  - Dimension: 120mm (4.7 inch)
  - 4.7GB storage capacity
  - 16x Write Speed
  - 120 Minutes storage capacity
  - Excellent for storage of images, documents, music, videos
  - High storage capacity ideal for home video recording
- ✓
- ✓
- ✓

**2. Delivery Period**

Delivery Period shall not be later than **Twenty (20) calendar days** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **NPC Stockroom-Head Office, 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.

- **PhilGEPS Certification and Mayor's/Business Permit.**

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.

-----remaining spaces are intentionally left blank -----







Payment Terms : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Price Validity : \_\_\_\_\_  
Delivery Point : \_\_\_\_\_  
Warranty : \_\_\_\_\_

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