



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

March 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. **SO-SPU23-004 / REF NO. SHB230411-KL00096** and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 am of 11 April 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"). Mayor's Permit must be updated and current. Expired Mayor's Permit will disqualify the bid. The Mayor's Permit must be uploaded as "Annex A".

For Red or Blue Members:

1. Valid Mayor's Permit
2. PhilGEPS Registration Number ;

In case no bid or insufficient number or bids is received on **11 April 2023**, the deadline for submission may be extended, as follows:

First (1st) Extension : _____
Second (2nd) Extension : _____
Third (3rd) 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 Php100,000.00 up to Php1,000,000.00 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, **Ms. Kristine C. Lacatan** at telephone no/s. 8-924-5397 with e-mail address at **kclacatan@napocor.gov.ph**.

Very truly yours,


RENE B. BARRUELA
Chairman, Bids and Awards Committee





Republic of the Philippines
NATIONAL POWER CORPORATION

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

1. Scope of Works: PR NO. SO-SPU23-004 / REF NO. CAB 230 411 - LL 00096

For the Supply and Delivery of:

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	INK CARTRIDGE BLACK, CYAN, MAGENTA, YELLOW	12	SET	24,600.00
2	INK CARTRIDGE COLOR BLACK, MODEL NO. CE-315150 FOR AMANO STAMPING DATER MACHINE. MODEL PIX-200	6	PC	4,500.00
TOTAL AMOUNT				29,100.00

Note/s:

- Items to be supplied by the winning bidder should be brand new, high yield and original.
- Warranty should be at least three (3) months.
- The mode of award is per item basis.
- Please refer to the attached sheets for the complete technical specifications.
- 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 29,100.00

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-OBC WAREHOUSE, 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 Bid (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 Single /Lowest Calculated Responsive Quotation (S/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), unless specifically required 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 or 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 52.1 b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. SO-SPU23-004 with specific descriptions, to wit:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1				
2				
TOTAL BID PRICE				

- Payment Terms 30 Calendar Days
- Delivery Period 30 Calendar Days
- Price Validity 120 Calendar Days
- Delivery Point NPC-OBC WAREHOUSE, HEAD OFFICE, DILIMAN, QUEZON CITY
- Warranty 3 Months

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.

DETAILS OF ABC

COST CENTER NAME: OFFICE OF THE VICE-PRESIDENT, SPUG

COST CENTER NO: 5800000

PR NO. SO-SPU23-004

TITLE: SUPPLY AND DELIVERY OF EPSON L14150 PRINTER INK AND INK CARTRIDGE FOR AMANO PIX-200 DATER

ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	TOTAL PRICE
1	INK CARTRIDGE (BLACK, CYAN, MAGENTA, YELLOW) FOR EPSON L14150 PRINTER	12	SET	2,050.00	24,600.00
2	INK CARTRIDGE FOR AMANO PIX-200 (BLACK RIBBON CARTRIDGE)	6	PC	750.00	4,500.00
TOTAL					29,100.00

Prepared by:


SARAH G. GUANZON

ACTING - CSO-C, OVP-SPUG

CTE

Approved by:


LARRY I. SABELLINA

Vice President, SPUG

Technical Specifications

1.0 GENERAL

This specification covers the features and technical requirements for the SUPPLY AND DELIVERY OF EPSON L14150 PRINTER INK AND INK CARTIDGE FOR AMANO PIX-200.

The supplied items shall be brand new. It shall be suitable for the intended purpose and shall comply with all applicable regulations, quality, and dimension standards.

The Supplier shall accept full responsibility for his work including documentation, preparation for shipment, inspection, warranty provisions and compliance with the applicable codes and standards and the requirements of this Specification.

2.0 SCOPE OF WORKS

The scope of work shall cover the Supply and Delivery of Epson L14150 Printer Ink and Ink Cartridge for Amano PIX-200.

ITEM	DESCRIPTION	NPC REQUIREMENTS		SUPPLIER'S DATA		
		QTY	UM	DESCRIP TION	QTY	UM
1	EPSON L14150 PRINTER INK BLACK (INK CODE: 001)- up to 7,500 pages CYAN (INK CODE: 001)- up to 6,000 pages MAGENTA (INK CODE: 001)- up to 6,000 pages YELLOW (INK CODE: 001) - up to 6,000 pages	12	SET			
2	INK CARTRIDGE FOR AMANO PIX-200 - Black Ribbon Cartridge Model no. CE-315150	6	PC			

3.0 DELIVERY PERIOD AND LOCATION

The delivery period shall be **Thirty (30) CALENDAR DAYS** reckoned from receipt of Notice to Proceed.

The item shall be delivered to **National Power Corporation, Agham rd. Diliman Quezon City.**

4.0 ACCEPTANCE CRITERIA

- An acceptance certificate shall be issued only after all items are completely delivered, inspected, tested and found to conform to the specifications.
- If any fail to pass the inspection, the End-User may at its own judgment, direct the supplier within the period of 60 calendar days the goods in question.

5.0 GUARANTEE

Support Service

During the warranty period, the supplier must have **Remote Support Services** to support its clients in the system administration, monitoring, maintenance and repair operations free of charge.

Warranty

A three (3) months warranty shall be given to the supplied product reckoned from the date of acceptance.

