



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SMALL VALUE PROCUREMENT - 53.9)**

June 10, 2024

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Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **SO-SPU24-002** Ref. No. **SVP240607-KB00298 (SVP2)** 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 24 June 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 ADDITIONAL TOR

Additional Documentary Requirements, if applicable:

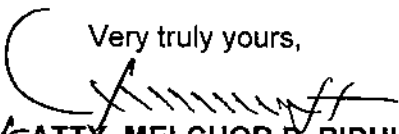
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

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, **Mr. Keano Angelo D. Bernabe** at telephone no/s. 8 - 921-3541 loc 5397 / with e-mail address at [kadbernabe.npc@gmail.com](mailto:kadbernabe.npc@gmail.com) or [bcسد@napocor.gov.ph](mailto:bcسد@napocor.gov.ph)

Very truly yours,

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



**NATIONAL POWER CORPORATION**

Gabriel Y. Itchon Building  
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
corner Quezon Avenue, Diliman, Quezon City 1100, Philippines  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468



Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT – 53.9)**

1. **Scope of Works:** PRNO.SO-SPU24-002/REF NO.SVP240607-KB00298 (SVP2)

**For the SUPPLY, DELIVERY, AND INSTALLATION OF ROLLER KIT ASSEMBLY**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	BRAKE ROLLER ASSY	5	UNIT	8,905.00
2	PICK-UP ROLLER ASSEMBLY	5	UNIT	8,320.00
3	SEPARATION ROLLER ASSY	5	UNIT	9,620.00
TOTAL AMOUNT				26,845.00

**Notes:**

- **Please see attached End User' Technical Specs**
- **Warranty: Shall be at least Three (3) Months on labor and materials**
- **Mode of Award: Lot Award However, Bid Price offer should not exceed ABC per item.**
- **Indicate brand and submit specifications/brochure to support the offered item**

**APPROVED BUDGET FOR THE CONTRACT: PHP 26,845.00**

**2. Contract Period**

Contract 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 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.

## Technical Specifications

### 1.0 GENERAL

This specification covers the features and technical requirements for the **Supply, Delivery and Installation of Roller Kit Assembly for OVP-SPUG's Document Scanner (Brother ADS-4300N)**.

All supplied spare parts shall be new and unused. They 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, Delivery and Installation of Roller Kit Assembly for OVP-SPUG's Document Scanner (Brother ADS-4300N)**.

ITEM	DESCRIPTION	NPC REQUIREMENTS		SUPPLIER'S DATA		
		QTY	UM	DESC.	QTY	UM
1	D00S3Y001 BRAKE ROLLER ASSEMBLY  SPECIFICATIONS: <ul style="list-style-type: none"> <li>• REPLACEMENT PARTS MUST BE COMPATIBLE WITH BROTHER ADS-4300N</li> <li>• CONDITION: BRANDNEW AND ORIGINAL</li> </ul>	5	UNIT			
2	D00S3X001 SEPARATION ROLLER ASSEMBLY  SPECIFICATIONS: <ul style="list-style-type: none"> <li>• REPLACEMENT PARTS MUST BE COMPATIBLE WITH BROTHER ADS-4300N</li> <li>• CONDITION: BRANDNEW AND ORIGINAL</li> </ul>	5	UNIT			
3	D00S3W001 PICK-UP ROLLER ASSEMBLY  SPECIFICATIONS: <ul style="list-style-type: none"> <li>• REPLACEMENT PARTS MUST BE COMPATIBLE WITH BROTHER ADS-4300N</li> <li>• CONDITION: BRANDNEW AND ORIGINAL</li> </ul>	5	UNIT			

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**3.0 MODE OF AWARD**

Award is on per lot basis.

**4.0 DELIVERY PERIOD AND LOCATION**

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

The items shall be delivered to **National Power Corporation, Gabriel Y. Itchon Building Senator Miriam P. Defensor Santiago Ave. (Formerly BIR Road) Corner Quezon Avenue Diliman 1100, Quezon City.**

**5.0 ACCEPTANCE CRITERIA**

The Supplier shall perform at his own expense all inspection required to ensure adequacy of design, material, workmanship and conformance of the supplied item to the requirements of the specifications and standards.

Necessary inspections at the place of delivery shall also be conducted with the presence of NPC representative.

Upon arrival of item at delivery site, NPC and the Supplier or their authorized representatives, shall jointly verify the item following the steps below:

- a. Inspection and verification of the packing list;
- b. Visual inspection of the condition of the packing and its surfaces; and

A record shall be prepared carefully noting all eventual shortages, defects or damages, signed by the Supplier and concurred by NPC. All shortages and damages noted shall be immediately replaced by the Supplier at his own cost and shall ensure the timely delivery of replacement without affecting the agreed overall contract implementation schedule.

Acceptance certificate shall be issued only after all the required inspection and verification are satisfactorily conducted and performed.

If any item fails to pass the inspection, NPC may at his own judgment, direct the Supplier to replace the item.

**6.0 GUARANTEE****Warranty**

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

**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 shall be at least Three (3) Months on labor and materials.

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#### **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  
(SMALL VALUE PROCUREMENT – 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **SO-SPU24-002 (SVP2)**. 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)
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.*