



## National Power Corporation

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

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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 Ref. No. **S3-SPUGWM24-012 (S3-GID24-004, S3-TLP24-006, S3-WMO24-018, S3-WMO24-012)** and submit the same to the Procurement Officer, NPC, Gov Camins Ext. Zamboanga City **on or before 9:00 AM of April 30, 2024.**

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 **April 30, 2023** the deadline for submission may be extended, as follows:

First (1 <sup>st</sup> ) Extension	:	<u>May 2, 2023</u>
Second (2 <sup>nd</sup> ) Extension	:	<u>May 3, 2023</u>
Third (3 <sup>rd</sup> ) Extension	:	<u>May 6, 2023</u>

***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 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. JEZIEL F. MONTULO** at telephone no/s. 992-7754 with e-mail address at **procurementzamboanga@gmail.com.**

Very truly yours,

  
**RAUL B. MORALES**

Chairman, Bids and Awards Committee



Small Power Utilities Group  
**Mindanao Operations Department**  
NPC Compound, Kumintang St., Mintal, Tugbok Dist., Davao City  
Email: mod@napocor.gov.ph  
Telfax No. (082) 293-0610/(082) 293-0657





Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
(SHOPPING 52.1b)**

1. **Scope of Works (REF: S3-SPUGWM24-012 PR NO. S3-GID24-004, S3-TLP24-006, S3-WMO24-018, S3-WMO24-012)**

**“SUPPLY AND DELIVERY OF OFFICE SUPPLY FOR GREAT STA. CRUZ ISLAND DPP,  
TUMALUTAB DPP AND WMOD”**

**S3-GID24-004**

Item No.	DESCRIPTION	QTY.	U/M	ABC (,PhP)
1	INK, HP GT53 BOTTLE INK REFILL 90ML, BLACK	16	PCS	4,800.00
2	INK HP GT52 BOTTLE INK REFILL 90ML (8 PCS YELLOW, 8 PCS CYAN, 9 PCS MAGENTA)	25	PCS	8,000.00
TOTAL AMOUNT				<b>12,800.00</b>

**S3-TLP24-006**

Item No.	DESCRIPTION	QTY.	U/M	ABC (,PhP)
1	INK CYAN, YELLOW & MAGENTA, 100ML, EPSON L3210 (5 PCS/COLOR)	15	PCS	5,112.00
2	INK, EPSON L3210 70ML, BLACK	27	PCS	8,280.00
TOTAL AMOUNT				<b>13,392.00</b>

**S3-WMO24-018**

Item No.	DESCRIPTION	QTY.	U/M	ABC (,PhP)
1	INK BLACK, FOR HP INK TANK 315, 65 ML	30	PCS	9,450.00
2	INK MAGENTA, FOR HP INK TANK 315, 65 ML	17	PCS	5,270.00
3	INK CYAN, FOR HP INK TANK 315, 65 ML	18	PCS	5,580.00
4	INK BLACK, FOR EPSON L3210, 65 ML	30	PCS	9,200.00
5	INK YELLOW, FOR HP INK TANK 315, 65 ML	17	PCS	5,270.00
6	RIBBON CARTRIDGE, EPSON LQ-310, BLACK	30	PCS	9,600.00

TOTAL AMOUNT	<b>44,370.00</b>
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**S3-WMO24-012**

Item No.	DESCRIPTION	QTY.	U/M	ABC (,PhP)
1	ARCH FILE, 3-RING BINDER WITH ADJUSTER	350	PCS	122,500.00
2	BALL PEN, BLACK, SIGN PEN	1,200	PCS	12,000.00
3	BOOK, RECORD, 500 PAGES	400	PCS	62,000.00
4	CORRECTION TAPE, ROLLER TYPE, USABLE LENGTH: 6M	200	PCS	8,000.00
5	DOCUMENT FILE BOX	200	PCS	94,000.00
6	ENVELOPE, EXPANDABLE WITH TIE	1,000	PCS	36,000.00
7	FASTENERS, PLASTIC, ROUND HEAD	200	BOX	16,800.00
8	FOLDER, TAG BOARD, SIZE: LEGAL	900	PCS	5,850.00
9	GLUE, 130G/1307	40	PCS	4,400.00
10	MARKER, PERMANENT, BLACK/BLUE/RED	200	PCS	24,400.00
11	NOTE PAD, 3 X 40, 100 SHEETS/PAD	30	PAD	1,410.00
12	PAPER, BOND A4 SIZE, 80 GSM, SUB 24, 500 LEAVES/REAM	850	REAM	221,000.00
13	PHILIPPINE FLAG, FABRIC, 3FT X 5FT	35	PCS	8,400.00
14	PUNCHER PAPER, HEAVY DUTY	24	PCS	11,575.00
15	STAPLE WIRES, STANDARD #35, 5,000S/BOX	35	BOX	3,500.00
16	STAPLER, HEAVY DUTY	25	PCS	11,575.00
17	TAPE, MASKING, 24MM, 50 METERS	50	ROLL	1,703.00
18	TAPE, TRANSPARENT, 24MM, 50 METERS	50	ROLL	1,703.00
TOTAL AMOUNT				<b>646,816.00</b>

**APPROVED BUDGET FOR THE TOTAL CONTRACT: PHP 717,378.00****1. Delivery Period**

Delivery Period shall not be later than 30 DAYS upon receipt of the Purchase Order / Notice to Proceed.

**2. Delivery Point**

Items shall be delivered at **WMOD WAREHOUSE, ZAMBOANGA CITY**

### 3. Bid Submission

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

### 4. Late Bids

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

### 5. 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.

### 6. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

### 7. 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).

### 8. 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.

### 9. 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).

### 10. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

### 11. 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.

## 12. 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.

## 13. Terms of Payment

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

## 14. Warranty

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of one (1) year from the date of final acceptance by the end-user.

## 15. 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).

## 16. 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).

## 17. Disclosure of Relations

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

## 18. Administrative Sanctions

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

## 19. 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  
(SHP- SHOPPING 52.1b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition REF.) No/s. **S3-SPUGWM24-012 (S3-GID24-004, S3-TLP24-006, S3-WMO24-018, S3-WMO24-012)**. I agree with the conditions of the TOR and offer the following supplies with specific description:

**S3-GID24-004**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK HP GT53 BOTTLE INK REFILL(BLACK)	16	PC		
2	INK HP GT52 BOTTLE INK REFILL (6 PCS YELLOW, 7 PCS CYAN, 7 PCS MAGENTA)	25	PC		
TOTAL BID PRICE					

**S3-TLP24-006**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK CYAN, YELLOW & MAGENTA, 100ML, EPSON L3210 (5 PCS/COLOR)	15	PCS		
2	INK BLACK, 100ML, EPSON L3210	27	PCS		
TOTAL BID PRICE					

**S3-WMO24-018**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK BLACK, FOR HP INK TANK 315, 65 ML	30	PCS		
2	INK MAGENTA, FOR HP INK TANK 315, 65 ML	17	PCS		
3	INK CYAN, FOR HP INK TANK 315, 65 ML	18	PCS		
4	INK BLACK, FOR EPSON L3210, 65 ML	30	PCS		

5	INK YELLOW, FOR HP INK TANK 315, 65 ML	17	PCS		
6	RIBBON CARTRIDGE, EPSON LQ-310, BLACK	30	PCS		
TOTAL BID PRICE					

**S3-WMO24-012**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	ARCH FILE, 3-RING BINDER WITH ADJUSTER	350	PCS		
2	BALL PEN, BLACK, SIGN PEN	1,200	PCS		
3	BOOK, RECORD, 500 PAGES	400	PCS		
4	CORRECTION TAPE, ROLLER TYPE, USABLE LENGTH: 6M	200	PCS		
5	DOCUMENT FILE BOX	200	PCS		
6	ENVELOPE, EXPANDABLE WITH TIE	1,000	PCS		
7	FASTENERS, PLASTIC, ROUND HEAD	200	BOX		
8	FOLDER, TAG BOARD, SIZE: LEGAL	900	PCS		
9	GLUE, 130G/1307	40	PCS		
10	MARKER, PERMANENT, BLACK/BLUE/RED	200	PCS		
11	NOTE PAD, 3 X 40, 100 SHEETS/PAD	30	PAD		
12	PAPER, BOND A4 SIZE, 80 GSM, SUB 24, 500 LEAVES/REAM	850	REAM		
13	PHILIPPINE FLAG, FABRIC, 3FT X 5FT	35	PCS		
14	PUNCHER PAPER, HEAVY DUTY	24	PCS		
15	STAPLE WIRES, STANDARD #35, 5,000S/BOX	35	BOX		
16	STAPLER, HEAVY DUTY	25	PCS		
17	TAPE, MASKING, 24MM, 50 METERS	50	ROLL		

18	TAPE, TRANSPARENT, 24MM, 50 METERS	50	ROLL		
TOTAL BID PRICE					

**GRAND TOTAL:** \_\_\_\_\_

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