



NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

April 1, 2022

Sir/Madam:

1. Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. **HO-BCS22-001,004 & HO-PES22-002** Ref. No. **SHB220314-KA 00052 (SH2)** and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30 AM of April 21, 2022**.

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 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 21, 2022, the deadline for submission may be extended, as follows:

First (1 st) Extension	:	_____
Second (2 nd) Extension	:	_____
Third (3 rd) 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 Php 100, 000.00 - via fax/e- mail/ bid proposal to procurement officer
8922-1622/kris_napocor@yahoo.com.ph
- ☐ Above Php 100, 000 up to Php1, 000,000 - via Sealed Offer (use drop box @ procurement office)

For further inquiries, please contact the BAC Secretariat, Kris-Anne F. Andal at telephone no/s. 8921-35741 Local: 5746.

Very truly yours,

ATTY. ROBERT TEVES
Vice President, PES and Chairman,
Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80
Fax No. (632) 921-2468
Website: www.napocor.gov.ph



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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:** PR NO. HO-BCS22-001,004, Ref. No. SHB220314- KA 00052 (SH2)
PR NO. HO-PES22-002 Ref. No. SHB211203- NC 00482 (SH3)

For the Supply and Delivery of Office Supplies and Equipment

Package 1-PR No. HO-BCS22-001			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Binding and Punching Machine Electric Binding Machine	1 UNIT	130,000
TOTAL			Php 130,000.00
Package 2-PR No. HO-BCS22-004			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Voice Recorder Digital, 16GB with Built-in-Memory	8 PC	74,880
2	Hard Drive External Portable 1 TB;USB 3.0 (BLACK)	4 PC	12,480
TOTAL			Php 87,360.00
Package 3-PR No. HO-PES22-002			
Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Printer with Scanner; A4/A3	1 PC	24,000
2	Laser Printer;Colored;A4	1 PC	34,000
TOTAL			Php 58,000.00
GRAND TOTAL			Php 275,360.00

Note/s:

- A. *Mode of Award is per Package Basis:*
 - Package 1- HO-BCS22-001 Supply and Delivery of Binding and Punching Machine Electrical Binding Machine*
 - Package 2- HO-BCS22-001 Supply and Delivery of Voice Recorder and External Hard Drive 1TB*
 - Package 3- HO-PES22-002 Supply and Delivery of Scanner and Printer*
- o *The items per package are group together in one (1) lot. Partial bid per package is not allowed. Bidders shall have the option of submitting a proposal on any or all packages and evaluation and contract award will be under taken on a per package basis.*
- o *The bidders bid offer must be within the ABC per package and ABC per items.*
- B. *Warranty shall be at least One (1) year*
- C. *Indicate brand and submit specifications/brochures to support the offer item*
- D. *See attached sheet for the additional technical specifications*

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, OBC WAREHOUSE 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 S/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).

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.

**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.
HO-BCS22-001,004 & HO-PES22-002 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 (Php)
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.

TECHNICAL SPECIFICATIONS

ELECTRIC BINDING AND PUNCHING MACHINE

HO-BCS22-001

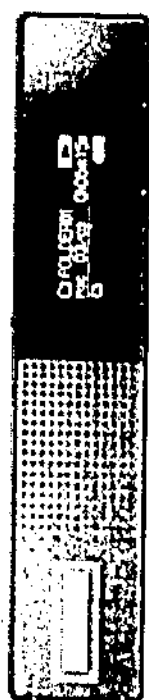
Binding Style	Comb
Binding Machine Type	Electric
Document Style	A4, Letter and Extra-large up to 692mm width
Punch Capacity	25 Sheets
Bind Capacity	500 Sheets
Others	<ul style="list-style-type: none">• Adjustable Punch Depth to accommodate all sheet sizes• Adjustable Pins punch up to 21 holes
Warranty	Limited One (1) Year warranty



TECHNICAL SPECIFICATIONS

HO-BCS22-002

Display	OLED
Classification	<ul style="list-style-type: none"> • PC Connectivity • USB Connection Charging
Storage	16GB built-in memory
Sound	<ul style="list-style-type: none"> • Built-in headphone and earphone jack • Built-in microphone
Power and Battery	<ul style="list-style-type: none"> • 15 hours (MP3 192kbps) and 12 hours (LPCM 44.1kHz, 16bit) • Quick charging 3min to 1hr recording time • Built-in Lithium battery
Recording Time, Format and Playback Format	<ul style="list-style-type: none"> • MP3 (192kbps): 715hrs 0min • LPCM (44.1kHz, 16bit): 24hrs 15min • MP3/AAC/WMA/WAV • Linear PCM/MP3
Playback Features	<ul style="list-style-type: none"> • Digital Pitch Control (Speed Control) • Noise Cut (Clear Voice) • A-B Repeat • Easy Search • Alarm Playback • Date search function
Warranty	<ul style="list-style-type: none"> • Seven (7) days replacement if defective and • Three (3) months for repair and services
Accessories to be included	<ul style="list-style-type: none"> • Earphones/headset • USB Cable • Pouch • Hard or Soft case for the unit (if applicable)



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TECHNICAL SPECIFICATIONS

TS-1.0 GENERAL

This Project shall cover the supply and delivery of one (1) unit of A3 Printer with Scanner and one (1) unit of Colored A4 Laser Printer. The printers will be used for printing and scanning of Renewable Energy Development Team tender documents, travel reports, and other documents.

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.

TS-2.0 SCOPE OF WORKS

The scope of works shall cover the supply and delivery of the following items¹:

- One (1) unit – A3 Printer with Scanner
- One (1) unit – Colored A4 Laser Printer

TS-3.0 DELIVERY PERIOD AND LOCATION

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

The A3 Printer with Scanner and Colored A4 Laser Printer shall be delivered to the Office of the Vice President of the Power Engineering Services, NPC Head Office, Diliman, Quezon City.

TS-4.0 TECHNICAL SPECIFICATIONS

This specification covers the features and technical requirements for the supply and delivery of one (1) unit of A3 Printer with Scanner and one (1) unit of Colored A4 Laser Printer.

TS-4.1 A3 PRINTER WITH SCANNER

The A3 Printer with Scanner shall have the following minimum functionalities:

- The device shall be able to print and scan standard A3-sized paper and other smaller paper sizes available in the market.
- The printer shall be equipped with an A3 scanner and shall be capable for at least the following features: scan-to-PC, scan-to-USB, and scan-to-network.
- The printer shall be operable and compatible with the current operating system of the end-user.

¹ All items must be unused / brand new in sealed packaging.

- The printer shall have at least two (2) paper tray feeders of different paper sizes with at least 250 sheets of capacity each feeder.
- The printer shall have a sleep function.
- The printer shall be easy to use via touchscreen and pads.
- The printer shall have a paper feeder capable for printing in photo papers, envelopes and other thick papers.
- The printer/scanner shall have an automatic document feeder of at least fifty (50) sheets.
- The printer shall have Ethernet network and at least one (1) USB 2.0 or better port for scanning and printing directly from flash drive.
- The printer shall come with black and other color inks.
- The printer shall have Ink Tank System and shall be easy for ink refilling. In case of printers with cartridges, it shall be converted to ink tank system prior to delivery by the Supplier.

Table 1.0 defines the minimum specifications for the colored A4 printer with scanner.

Specifications/Descriptions	Parameters
User Interface	System integrated with LCD and control pad
Feeder/Tray	At least 2 paper feeders of different sizes; At least 1 paper feeder capable for thick papers like photo papers, envelopes, etc.
Scanner	Platen Standard and Feed-in type
Scanning Capability	Mono and Colour Scanning
Printing Speed	20ipm or faster for standard color and mono OR at least 27ppm or faster for color and mono
Back-to-back Printing	Yes
USB Printing and Scanning	Yes
Duplex Printing	Yes
Colored Printing	Not required
Operating Voltage	220-240Vac
Frequency	50 Hz – 60Hz
Connectivity	Ethernet 10/100 Base-T, High-speed USB 2.0
Maximum Print Area	A3 size
Reduction/Enlargement	Minimum of 25% to 400% in 1% increment
Dimension	Not exceeding 600mm x 500mm x 400mm (when trays and paper supports are not open and extended)
Weight	Not to exceed 25kg

Table 1.0 Technical Specification for the A3 Printer with Scanner.

TS-4.2 COLORED A4 LASER PRINTER

The Colored A4 Laser Printer with Scanner shall have the following minimum functionalities:

- The device shall be able to print colored documents in standard A4-sized paper and other smaller paper sizes available in the market in colored and black and white.
- The printer shall be operable and compatible with the current operating system of the consumer.
- The printer shall have at least two (2) paper tray feeders with at least 250 sheets of capacity each feeder and can print to thick, colored, glossy, envelopes, and other types of paper.
- The printer shall be easy to use via touchscreen and pads.
- The printer is preferred to have scanner with an automatic document feeder of at least fifty (50) sheets.
- The printer shall have Ethernet network and at least one (1) USB 2.0 or better port for scanning and printing directly from flash drive.
- The printer shall come with black and other color inks.
-

Table 2.0 defines the minimum specifications for the colored A4 printer with scanner.

Specifications/Descriptions	Parameters
Printer Type	Laser
User Interface	System integrated with LCD and control pad
Feeder/Tray	At least 2 paper feeders
Printing Speed	At least 30ppm
Back-to-back Printing	Yes
USB Printing and Scanning	Yes
Duplex Printing	Yes
Colored Printing	Yes
Borderless Printing	Yes
Operating Voltage	220-240Vac
Frequency	50 Hz – 60Hz
Connectivity	Ethernet 10/100 Base-T, Highspeed USB 2.0
Maximum Print Area	A4 size
Reduction/Enlargement	Minimum of 25% to 400% in 1%increment
Dimension	Not exceeding 500mm x 500mm x 450mm (when trays and paper supports are not open and extended)
Weight	Not to exceed 25kg

Table 2.0 Technical Specification for the Colored A4 Printer

TS-5.0 GUARANTEE

The Supplier shall give full guarantee that all furnished equipment shall be brand-new, unused, fully functional and free from defect. This guarantee shall provide a warranty of at least one (1) year. The warranty shall cover that all supplied and delivered equipment are free from defects against materials and workmanship from manufacturing. The supplier shall be responsible for the repair and/or replacement of the defective equipment. Expenses regarding the repair and/or replacement of the parts shall be into the account of the supplier. The Supplier shall submit Warranty Certificate stating the requirements in this clause upon the delivery of the equipment.

TS-6.0 MEASUREMENT OF PAYMENT

NPC shall pay the supplier in a per delivery basis. Payment for the delivered items and services shall be based on the quantity of the items supplied to NPC. The amount of payment will be made at the corresponding unit price for the items and services in the Bid Price Schedule. Only upon the acceptance of the items and services, the supplier can collect his payments from NPC.