



National Power Corporation

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

May 6, 2025

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-EEI25-003 Ref. No. SHB250520-KB00198 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before **9:30AM of 20 May 2025**

The following documents must be submitted together with the quotation:

For Platinum Members: Valid and updated Certificate of PhilGEPS Registration (This should include the attached Annex "A" – List of Eligibility Documents. In case the Mayor's/ Business Permit in Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red Members:

1. PhilGEPS Registration Number
2. Valid Mayor's/Business Permit

- **Other documents to be submitted:** [refer to the Terms of Reference]

In case no bid or insufficient number of bids are received on 20 May 2025 the deadline for submission may be extended, as follows:

First (1 st) Extension	:	_____
Second (2 nd) Extension	:	_____
Third (3 rd) Extension	:	_____

The Quotation and other documents required shall be submitted by the bidder to NPC through **e-mail** or **sealed quotation/offer**.

For further inquiries, please contact the BAC Secretariat, 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**.

Very truly yours,

LARRY I. SABELLINA
Chairman, Bids and Awards Committee



Republic of the Philippines
National Power Corporation

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
[SHOPPING – 52.1b]**

1. **Scope of Works:** PR NO(s) HO-EEI25-003 / REF NO. SHS 250520 - KB 00198
For the SUPPLY AND DELIVERY OF SUPPLY POWER UPS

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	SUPPLY POWER UPS 650VA	4 PC	10,560.00
TOTAL AMOUNT			10,560.00
Notes: <ul style="list-style-type: none">• Warranty shall be at least Three (3) Months.• Must indicate Brand/Model and provide brochure or specifications on your quotation• See attached End User's Technical Specification			

APPROVED BUDGET FOR THE CONTRACT: PhP 10,560.00

2. **Delivery Period/**

"Delivery Period shall not be later than Fifteen (15) 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 quotations through their authorized representative or in the manner of submission as prescribed in the RFQ.

5. **Late Bids**

Any quotation submitted after the deadline of 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 quotation submitted with an adjustable price quotation shall be treated as non-responsive.

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7. Bid Price Validity

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

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 Single/Lowest Calculated Quotation (S/LCQ).

9. Detailed Evaluation and Comparison of Bids

The S/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

Documents submitted for the Lowest Calculated Quotation (LCQ) will undergo a post-qualification evaluation. Original copies of these documents presented at bid opening/submission must be made available during the post-qualification process. Any quotation that successfully meets the post-qualification criteria will be declared as the Single/Lowest Calculated and 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

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.

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15. Warranty

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the contract awardee for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies, unless otherwise provided in the RFQ.

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 but not to exceed ten percent (10%) of the total contract price. 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 the contract award, without thereby incurring any liability to the affected bidder/s.

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TECHNICAL SPECIFICATIONS

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SUPPLY & DELIVERY OF SUPPLY POWER UPS **(PR. NO. HO-EEI25-003)**

1.0 GENERAL

This specification covers the features and technical requirements for the Supply & Delivery of Supply Power UPS for Electrical Engineering, Instrumentation and Control Division.

All equipment supplied 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 works shall cover the supply and delivery of four (4) pieces Supply Power UPS.

3.0 TECHNICAL REQUIREMENTS

ITEM NO.	DESCRIPTION	NPC REQUIREMENTS
1.0	SUPPLY POWER UPS	
1.1	Quantity	4 pcs
1.2	Input Voltage	230VAC
1.3	Frequency	60hz
1.4	Output Voltage	230VAC
1.5	Capacity VA/Wattage (min.)	650VA / 455Watts
1.6	Transfer Time	≤10ms
1.7	PROTECTION	<ul style="list-style-type: none">• Overload: As load over 130%, UPS is protected in 3 seconds.• Load input: Fuse for overload and short circuit protection.• Short Circuit: UPS cut off immediately.

4.0 DELIVERY PERIOD AND LOCATION

The delivery period shall be **FIFTEEN (15) CALENDAR DAYS** reckoned from receipt of Notice to Proceed.

The Supply Power UPS shall be delivered Electrical Engineering, Instrumentation & Control Division, Design & Development Department, NPC Head Office, Diliman, Quezon City.

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

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

If the supplied material/s fails to pass the inspection and/or test, NPC may at his own judgment, direct the Supplier to replace the said material/s.

5.0 DOCUMENTS TO BE SUBMITTED

To be submitted before/during delivery of Supply Power UPS:

1. Replacement Warranty Certificate for at least three (3) months against factory defects/workmanship;
2. Service Agreement for warranty and after sales service (Technical Support).

All documents in Clause 5.0 including other documents / technical specifications specified in Clause 3.0 shall be submitted to the Manager, Electrical Engineering, Instrumentation & Control Division for evaluation and/or approval prior to issuance of acceptance.

6.0 GUARANTEE

The supplier shall guarantee the replacement of the Supply Power UPS at their own expense against defects in design, workmanship and materials for a period of three (3) months after acceptance by NPC.

The Supplier shall submit a Warranty Certificate effective from the date of acceptance by NPC.

SUPPLIER'S BID QUOTATION
[SHOPPING – 52.1b]

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-EEI25-003**. 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 letterhead following this format duly signed by the authorized representative when making the offer.