



NATIONAL POWER CORPORATION

REQUEST FOR QUOTATION
(SHOPPING - 52 .1 b)

04 July 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR Nos. HO-COA22-002, HO-SBP22-007, HO-FFW22-017, HO-PPL22-001 & HO-MRM22-007 Ref.No. SH022014- RF 00205 and submit the same at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman Quezon City on or before 9:30 AM of 14 JULY 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 14 JULY 2022 the deadline for submission may be extended, as follows:

Table with 2 columns: Extension type (First, Second, Third) and corresponding blank lines for dates.

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/rochelle.npc@gmail.com
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, Rochelle S. Fajardo at telephone no/s. 8921-3541 Local: 5776.

Very truly yours,

Signature of Rene B. Barruela
RENE B. BARRUELA
Vice President, CAG 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 Nos. HO-COA22-002, HO-SBP22-007, HO-FFW22-017, HO-PPL22-001 & HO-MRM22-007 / SHB22.0714 - RF00285

Supply and Delivery of: Various Office Supplies and Safety Shoes

PACKAGE 1:			
PR NO. HO-COA22-002			
PR Item No.	DESCRIPTION	QTY.	ABC (Php)
1	Paper Short, Bond, 80gsm	75 REAM	30,000.00
APPROVED BUDGET FOR THE CONTRACT:			<u>30,000.00</u>
PR NO. HO-SBP22-007			
1	Folder Binder Size 3 Inch Thick	75 PC	18,750.00
APPROVED BUDGET FOR THE CONTRACT:			<u>18,750.00</u>
TOTAL ABC:			<u>48,750.00</u>
PACKAGE 2:			
PR NO. HO-FFW22-017			
1	Camera Webcam, USB 2.0 with Built-In Mic	13 UNIT	19,500.00
2	OTG Flashdrive 128GB 3.0 Dual OTG Flashdrive	9 PC	18,900.00
APPROVED BUDGET FOR THE CONTRACT:			<u>38,400.00</u>
PR NO. HO-PPL22-001			
1	Recorder Voice Digital 4GB Memory (Expandable) Stereo Channel MP3 WMA Etc. Recording & Playback Format with Earphone Jack Bult-In Microphone USB Connectivity	1 UNIT	7,500.00
APPROVED BUDGET FOR THE CONTRACT:			<u>7,500.00</u>
TOTAL ABC:			<u>45,900.00</u>
PACKAGE 3:			
PR NO. HO-MRM22-007			
1	Safety Shoes	19 PAIR	95,000.00
APPROVED BUDGET FOR THE CONTRACT:			<u>95,000.00</u>

COMMON-USE SUPPLIES and EQUIPMENT**TECHNICAL SPECIFICATIONS****DIGITAL VOICE RECORDER**

Brand/Model
Built-in Memory: 4GB (expandable)
Channel: Stereo
Recording & Playback Format: MP3, WMA, etc.
Earphone Jack
Built-in microphone
USB Connectivity
Functionality:
Voice-operated Recording or equivalent
Noise Cut Filter
Low Cut Filter
Digital Pitch Control
USB Charge
Battery Life 20 hours (min) (recording mode)
Accessories:
Instruction Manual
Carrying pouch
Hand Strap
Earphone
Warranty: 3 MONTHS on parts and services
Packaging: One (1) unit per box Ten (10) units per pack

PR NO. HO-MRM22-007

Description: SAFETY SHOES

Features:

- Light weight, with removable hybrid insole, built-in air circulation systems and shock absorption.
- Synthetic Nubuck, EVA
- Rubber, Nano Carbon Toecap
- Nonwoven Midsole
- 3D-Mesh Lining
- SJ foam footbed
- Environments: Dry environment, Extreme slippery surfaces



Notes:

A. Mode of Award is per Package Basis:

- 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 undertaken on a per package basis.
- The bidders bid offer must be within the ABC per package and ABC per item.

B. Warranty for all items shall be at least **three (3) months**.

C. All materials/items to be supplied by the winning bidder/s should be brand new, genuine and in its original packaging.

D. Please see attached Technical Specifications.

2. Delivery Period

Delivery Period shall not be later than **20 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.

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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. HO-COA22-002, HO-SBP22-007, HO-FFW22-017, HO-PPL22-001 & HO-MRM22-007 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 _____

Notes:
 -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.
 -In using this form for this bidding, indicate the PR number to avoid confusion