



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52.1 (b))

02 May 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-EMA25-012/ Ref. No. SHB250512-NA00180 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 09:30 A.M. of 13 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 13 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, **Ms. Nathalie Claire R. Abarquez** at telephone no. 8921-3541/ local no. 5244 / Fax No. 8922-1622 with e-mail address at **bcsd@napocor.gov.ph and ncrabarquez@napocor.gov.ph.**

Very truly yours,

Larry I. Sabellina
LARRY I. SABELLINA

Vice President, Mindanao Generation Group and
Chairman, Bids and Awards Committee





Republic of the Philippines
National Power Corporation

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

1.Scope of Works: PR NO(s). HO-EMA25-012 / REF NO. SHB260512-NA00180
For the SUPPLY AND DELIVERY OF LABORATORY SUPPLIES

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	ASHLESS FILTER PAPER	6 BOX	30,000.00
2	BEAKERS, 1,000ML	16 PC	10,000.00
3	BOTTLE TOP DISPENSER 1-10ML	1 PC	35,000.00
4	BOTTLE TOP DISPENSER 10-50ML	1 PC	40,000.00
5	DISPOSABLE GLOVES	10 BOX	5,000.00
6	EYEWASH EYESALINE SOLVENT	3 BOT	15,000.00
7	GLASS FIBER FILTER	4 BOX	100,000.00
8	GLASS MICROFIBER FILTER, 47MM DIAMETER	10 PACK	30,000.00
9	SAFETY MASK ORGANIC VAPOR AND ACID GAS RESPIRATOR MASK WITH CARTRIDGE	3 BOX	15,000.00
10	SEPARATORY FUNNEL 2L	8 PCS	80,000.00
11	EXTRACTION THIMBLE FOR SOXHLHET	2 PACK	10,000.00
12	PIPETTOR 1-5 ML WITH PIPETTE TIPS	2 LOT	40,000.00
13	PIPETTOR 1-10 ML WITH PIPETTE TIPS	2 LOT	40,000.00
14	PLASTIC CONTAINMENT TRAYS RECTANGULAR	30 PC	15,000.00
15	ACID BURETTE 50 ML	2 PC	15,000.00
16	ACID BURETTE 25 ML	2 PC	20,000.00
TOTAL AMOUNT			500,000.00

Notes:

- **Warranty shall be at least three (3) months.**
- Provide specifications, brand and/or model (if any) as basis for proper evaluation of the offered item.
- Mode of award is per item award. For bidders who will participate on two or more items, each item will be evaluated and compared with other Bids separately and recommended for contract award separately. The Bidder's bid offer must be within the ABC per item.
- Please see attached minimum technical specifications for reference (3 pages).

Handwritten signature

APPROVED BUDGET FOR THE CONTRACT: PhP 500,000.00

2. Delivery Period

Delivery Period shall not be later than nintey (90) days upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at NPC-EMD AS Lab., MRMD.

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.

7. Bid Price Validity

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

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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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-EMA25-012**. 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)
1	ASHLESS FILTER PAPER	6 BOX		
2	BEAKERS, 1,000ML	16 PC		
3	BOTTLE TOP DISPENSER 1-10ML	1 PC		
4	BOTTLE TOP DISPENSER 10-50ML	1 PC		
5	DISPOSABLE GLOVES	10 BOX		
6	EYEWASH EYESALINE SOLVENT	3 BOT		
7	GLASS FIBER FILTER	4 BOX		
8	GLASS MICROFIBER FILTER, 47MM DIAMETER	10 PACK		

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
9	SAFETY MASK ORGANIC VAPOR AND ACID GAS RESPIRATOR MASK WITH CARTRIDGE	3 BOX		
10	SEPARATORY FUNNEL 2L	8 PCS		
11	EXTRACTION THIMBLE FOR SOXHLHET	2 PACK		
12	PIPETTOR 1-5 ML WITH PIPETTE TIPS	2 LOT		
13	PIPETTOR 1-10 ML WITH PIPETTE TIPS	2 LOT		
14	PLASTIC CONTAINMENT TRAYS RECTANGULAR	30 PC		
15	ACID BURETTE 50 ML	2 PC		
16	ACID BURETTE 25 ML	2 PC		
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.

TERMS OF REFERENCE FOR PR No. HO-EMA25-012
PURCHASE OF LABORATORY SUPPLIES/WARES

1. SPECIFICATIONS:

Laboratory Wares/Supplies	Specifications	Quantity
1). Ashless Filter Paper	Ashless Filter Paper equivalent to Grade No. 40, 11.0 cm diameter, at least 100 pcs per box	6 boxes
2). Beaker, 1,000-mL	1,000-mL capacity, made of Borosilicate glass, with graduations	16 pieces
3). Bottle Top Dispenser, 1 – 10 mL	Volume range, mL: 1 – 10 Increment, mL: 0.2 or lower Accuracy: 0.5%/ 50uL or better CV: 0.1%/10uL or better Operating Temperature: 15 °C – 40 °C or better Viscosity: 500 mm ² /s or better Density: up to 2.2 g/cm ³ or better Accessories: With at least 4 additional adapters for common bottle sizes Features: <ol style="list-style-type: none"> 1. Chemical resistant 2. Can be used for most acids, bases, and organic solvents 3. Can be calibrated and adjusted to comply with ISO 8655-5 standards 4. Autoclavable Calibration: With certificate of calibration Warranty: At least three (3) months warranty upon delivery	1 piece
4). Bottle Top Dispenser, 10 – 50 mL	Volume range, mL: 10 – 50 or better Increment, mL: 0.2 or lower Accuracy: 0.5%/ 50uL or better CV: 0.1%/10uL or better Operating Temperature: 15 °C – 40 °C or better Viscosity: 500 mm ² /s or better Density: up to 2.2 g/cm ³ or better Accessories: With at least 4 additional adapters for common bottle sizes Features:	1 piece

	<ol style="list-style-type: none"> 1. Chemical resistant 2. Can be used for most acids, bases, and organic solvents 3. Can be calibrated and adjusted to comply with ISO 8655-5 standards 4. Autoclavable <p>Calibration: With certificate of calibration</p> <p>Warranty: At least three (3) months warranty upon delivery</p>	
5). Disposable Gloves	Nitrile Disposable Laboratory gloves, large-sized, at least 100 pcs per box	10 boxes
6). Eyewash Eyesaline	Eyewash Eyesaline Emergency Eyewash, at least 32 oz, with at least 1 year expiration date, as applicable, upon delivery	3 bottles
7). Glass Fiber Filter	Glass Fiber Filter, 10 to 11 cm diameter glass fiber filter, for High Volume Air Samplers suitable for SPM-TSP, binderless, very high retention of fine particles with 99.98% retention efficiency of 0.3 micron particle, at least 100 pcs per box	4 boxes
8). Glass Microfiber Filter	Glass Microfiber Filter, 47 mm diameter, $\leq 2\text{-}\mu\text{m}$ nominal pore size without organic binder, at least 100 pcs per lot	10 packs
9). Safety mask	Organic vapor and acid gas respirator mask with cartridge, 1 set per box	3 boxes
10). Separatory funnel, 2-L	2-L capacity, with glass or PTFE stopcock	8 pcs
11). Extraction Thimble for Soxhlet	Thimble made up of cellulose, 33 mm x 100 mm (max. size), 25 pcs/pack	2 packs
12). Pipettor, 1-5 mL with pipette tips	<p>Pipettor with ejector</p> <p>Volume Range: 1 – 5 mL</p> <p>Features:</p> <ul style="list-style-type: none"> • Single channel variable volume • Autoclavable • With at least 100 pcs of compatible pipet tips • With certificate of calibration <p>Warranty: At least three (3) months warranty upon delivery</p>	2 lots

13). Pipettor, 1-10 mL with pipette tips	Pipettor with ejector Volume Range: 1 – 10 mL Features: <ul style="list-style-type: none"> • Single channel variable volume • Autoclavable • With at least 100 pcs of compatible pipet tips • With certificate of calibration Warranty: At least three (3) months warranty upon delivery	2 lots
14). Plastic Containment Trays, Rectangular	<ul style="list-style-type: none"> • With minimum dimensions of 39 cm (length) x 30 cm (width) x 10 cm (height) • Leak-proof basin 	30 pcs
15). Acid Burette, 50mL	Volume Range: 1 – 50 mL Increment, mL: 0.10 Class: A or better Features: <ul style="list-style-type: none"> • With PTFE or glass stopcock • Straight bore • With certificate of calibration Warranty: At least three (3) months warranty upon delivery	2 pcs
16). Acid Burette, 25mL	Volume Range: 1 – 25 mL Increment, mL: 0.10 Class: A or better Features: <ul style="list-style-type: none"> • With PTFE or glass stopcock • Straight bore • With certificate of calibration Warranty: At least three (3) months warranty upon delivery	2 pcs

2. DELIVERY:

Items must be delivered within ninety (90) calendar days upon receipt of P.O.