



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52 .1b)

Sir/Madam:

Please provide us with your best quotation for the items specified in the Terms of Reference (TOR) for PR No. **S3-SPUGWM25-003 (S3-BAD25-003 / S3-WMO25-018 / S3-WMO25-018)** and submit the same to the Procurement Officer, NPC, Gov Camins Ext. Zamboanga City on or before **9:00 AM of March 21, 2025.**

The following documents must be submitted together with your quotation:

1. Valid Mayor's Permit
- Other documents to be submitted:

In case no bid or insufficient number of bids is received on **March 21, 2025** the deadline for submission may be extended, as follows:

First (1 st) Extension	:	<u>March 24, 2025</u>
Second (2 nd) Extension	:	<u>March 25, 2025</u>
Third (3 rd) Extension	:	<u>March 26, 2025</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
ALTERNATIVE MODE OF PROCUREMENT
(SHOPPING 52.1b)**

1. Scope of Works (REF: S3-SPUGWM25-003 PR NO. S3-BAD25-003 / S3-WMO25-018 / S3-WMO25-015)

“SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR BALIMBING AND WMOD”

PR NO. S3 BAD25-003

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	INK BLACK, 100ML, EPSON REFILL, 003	10 PCS	3,000.00
2	INK CYAN, 100ML, EPSON REFILL, 003	4 PCS	1,200.00
3	INK MAGENTA, 100ML, EPSON REFILL, 003	4 PCS	1,200.00
4	INK YELLOW, 100ML, EPSON REFILL, 003	4 PCS	1,200.00
TOTAL AMOUNT			6,600.00

PR NO. S3-WMO25-018

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	INK BLACK, FOR HP INK TANK 315, 70ML	26 PCS	10,920.00
2	INK CYAN, FOR HP INK TANK 315, 70ML	8 PCS	3,360.00
3	INK MAGENTA, FOR HP INK TANK 315, 70ML	8 PCS	3,360.00
4	INK YELLOW, FOR HP INK TANK 315, 70ML	8 PCS	3,360.00
5	RIBBON CARTRIDGE, FOR EPSON LQ-310 AND EPSON LQ-300+II, 10PCS FOR EACH MODEL	20 PCS	8,400.00
TOTAL AMOUNT			29,400.00

PR NO. S3-WMO25-015

Item No.	DESCRIPTION	QTY	ABC (PhP)
1	ARCH FILE FOLDER, HARD COVER, 3", HORIZONTAL W/ SIDE MECHANISM, ASSORTED COLOR: RED, BLUE & BLACK	790	96,800.00

2	BALLPEN, BALL-POINT, 0.5MM, BLACK & BLUE, 250PCS/COLOR	500	6,000.00
3	RECORD BOOK, 500-PAGES, BLUE COLOR	490	74,400.00
4	DOCUMENT FILE BOX, W/ COVER, LEGAL SIZE, HEAVY DUTY	255	111,400.00
5	ENVELOPE, EXPANDED, LONG W/ TIE, LEGAL SIZE, BROWN	1700	34,400.00
6	FASTENERS, PLASTIC, ROUND HEAD, ASSORTED COLOR, 50PCS/BOX	180	5,050.00
7	FOLDER, TAGBOARD, LEGAL SIZE	1,000	8,000.00
8	GLUE, MULTI-PURPOSE, 130GM/BOTTLE	33	3,750.00
9	BOND PAPER, SUBSTANCE 24, A4, 80GSM, 500 PAGES/REAM	1,130	249,600.00
10	SIGN PEN, 0.7MM, BLACK & BLUE, 70PCS/COLOR	140	2,100.00
TOTAL AMOUNT			591,500.00

Notes:

- **Warranty** shall be at least **ONE (1) MONTH**
- **Mode of Award** is **LOT AWARD**

APPROVED BUDGET FOR THE CONTRACT: PHP 627,500.00**2. Delivery Period**

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

3. Delivery Point

Items shall be delivered at **NPC-SPUG MINDANAO WAREHOUSE Zamboanga 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.

Each Bidder must submit two (2) copies of the first and second components of its Bid, marked Original and Photocopy. Only the original copy will be read and considered for the bid.

Any misplaced documents outside of the Original copy will not be considered. The photocopy is **ONLY FOR REFERENCE**.

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 Bid (LCB).

9. 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.

10. 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).

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

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.

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.

----- remaining spaces are intentionally left blank -----

**SUPPLIER'S BID QUOTATION
ALTERNATIVE MODE OF PROCUREMENT
(SHOPPING 52.1b)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **S3-SPUGWM25-003 (S3-BAD25-003 / S3-WMO25-018 / S3-WMO25-015)**. I agree with the conditions of the TOR and offer the following supplies with specific description:

PR NO. S3 BAD25-003

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK BLACK, 100ML, EPSON REFILL, 003	10 PCS		
2	INK CYAN, 100ML, EPSON REFILL, 003	4 PCS		
3	INK MAGENTA, 100ML, EPSON REFILL, 003	4 PCS		
4	INK YELLOW, 100ML, EPSON REFILL, 003	4 PCS		
TOTAL				

PR NO. S3-WMO25-018

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK BLACK, FOR HP INK TANK 315, 70ML	26 PC		
2	INK CYAN, FOR HP INK TANK 315, 70ML	8 PC		
3	INK MAGENTA, FOR HP INK TANK 315, 70ML	8 PC		
4	INK YELLOW, FOR HP INK TANK 315, 70ML	8 PC		
5	RIBBON CARTRIDGE, FOR EPSON LQ-310 AND EPSON LQ-300+II, 10PCS FOR EACH MODEL	20 PC		
TOTAL				

PR NO. S3-WMO25-015

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	ARCH FILE FOLDER, HARD COVER, 3", HORIZONTAL W/ SIDE MECHANISM, ASSORTED COLOR: RED, BLUE & BLACK	790 PC		
2	BALLPEN, BALL-POINT, 0.5MM, BLACK & BLUE, 250PCS/COLOR	500 PC		
3	RECORD BOOK, 500-PAGES, BLUE COLOR	490 PC		
4	DOCUMENT FILE BOX, W/ COVER, LEGAL SIZE, HEAVY DUTY	255 PC		
5	ENVELOPE, EXPANDED, LONG W/ TIE, LEGAL SIZE, BROWN	1700 PC		
6	FASTENERS, PLASTIC, ROUND HEAD, ASSORTED COLOR, 50PCS/BOX	180 BOX		
7	FOLDER, TAGBOARD, LEGAL SIZE	1,000 PC		
8	GLUE, MULTI-PURPOSE, 130GM/BOTTLE	33 PC		
9	BOND PAPER, SUBSTANCE 24, A4, 80GSM, 500 PAGES/REAM	1,130 REAMS		
10	SIGN PEN, 0.7MM, BLACK & BLUE, 70PCS/COLOR	140 PC		
TOTAL				

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.