

1000059262 MGF



REPUBLIKA NG PILIPINAS  
Pambansang Korporasyon Sa Elektrisidad  
(NATIONAL POWER CORPORATION)

P.O. No. 059262

Page 1 of 1

This PO number must appear on all papers, invoices, packing list and correspondence.

PURCHASE ORDER

TO: HUWAN CONSUMER GOODS TRADING  
Blk 4 Lot 17 Job St., Juana 6, Brgy. San Francisco,  
Biñan, Laguna

DATE: September 19, 2024

PD NO.:  
SHB240531-RAMF293

DELIVERY PERIOD: WITHIN 15 cal. DAYS  
FROM DATE OF RECEIPT OF THIS ORDER

TERMS: WITHIN 30 DAYS UPON DELIVERY AND ACCEPTANCE  
OF THE GOODS AND DOCUMENTS TO SUPPORT PAYMENT  
(ANNEX "A").

DELIVERY POINT: NPC Head Office, Diliman, Quezon City c/o  
Property Custodian

REQUISITIONER: SBPD c/o B.T. Rivero

PO ITEM NO.	PR NO./ ITEM NO.	DESCRIPTION	QTY/UNIT OF MEAS	UNIT PRICE	AMOUNT
		SUPPLY AND DELIVERY OF TONER CARTRIDGES			
	HO-SBP24-002	2703310 STRATEGIC AND BUSINESS PLANNING DIVISION			
1	2	TONER CARTRIDGE FOR HP LASER JET PRO MFP M283FDN (CYAN), BRAND: HP 206A	.00 PC	3,788.00	3,788.00
2	3	TONER CARTRIDGE FOR HP LASER JET PRO MFP M283FDN (MAGENTA)	.00 PC	3,788.00	3,788.00
3	4	TONER CARTRIDGE FOR HP LASER JET PRO MFP M283FDN (YELLOW)	.00 PC	3,788.00	3,788.00
4	5	TONER CARTRIDGE FOR HP LASER JET PRO MFP M283FDN (BLACK)	.00 PC	3,300.00	3,300.00
Subtotal..... P					14,664.00
TOTAL AMOUNT (VAT INCLUDED) .....				P	14,664.00
PESOS : FOURTEEN THOUSAND SIX HUNDRED SIXTY FOUR ONLY -				vvvvvvvvvvvvvvvvvvvvvv	xl
The following documents shall constitute as integral part of this transaction, to wit: 1. Bid proposal/Quotation dated June 25, 2024 2. PR No. HO-SBP24-002 dated March 8, 2024 (NON-OMA) 3. Terms of Reference  Note: with three (3) months warranty  "Shopping Under Section 52.1(B)"					

THIS ORDER IS SUBJECT TO THE TERMS & CONDITIONS PRINTED AT THE BACK HEREOF: →

CC GL OE WO JO

Pambansang Korporasyon Sa Elektrisidad

Please signify your acceptance and agreement with this P.O. by signing below:

BY: FERNANDO MARTIN Y. ROXAS  
President and CEO

CONFORME: JUAN FIDEL U TALA

POSITION: MANAGER

DATE: OCT 1, 2024

FUNDS AVAILABLE

PILAR P. GAPACAN

AUTHORIZED SIGNATURE

NATIONAL POWER CORPORATION  
G/F Building 1  
BIR Road corner Quezon Avenue, Diliman  
1100 Quezon City, PHILIPPINES

MSSPD - LOGISTICS DEPARTMENT  
FAX NOS.: 8921-6048 / 8921-2468  
Email: msspd@napocor.gov.ph

TEL. NOS.  
8921-3541 to 80  
8924-5494 / 5434 / 5284 / 5465

AFG-LOG-006.F03  
Rev. No. 0





## NATIONAL POWER CORPORATION

19 September 2024

**MR. JUAN FIDEL V. TALAG**

Owner  
HUWAN CONSUMER GOODS TRADING  
Blk 4 Lot 7 Job St., Juana 6, Brgy. San Francisco  
Biñan, Laguna  
E-mail: huwanconsumergoods@gmail.com

**SUBJECT: NOTICE OF AWARD – P.O. No. 059262 - MGF**

Dear **Mr. Talag**:

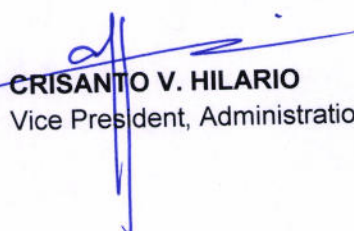
Pursuant to Article XI Section 37 of RA 9184, Notice of Award (NOA) is hereby served to HUWAN CONSUMER GOODS TRADING for having submitted the Lowest Calculated and Responsive Quotation (LCRQ) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 (Item Nos. 2-5) in the total contract amount of Fourteen Thousand Six Hundred Sixty Four Pesos (P14,664.00) only.

Please be reminded of the following: a) Your price validity is one hundred twenty (120) days from date of Quotation; b) Delivery period is within fifteen (15) calendar days from issuance of NTP; and c) Delivery site is at NPC Head Office, Diliman, Quezon City.

You or your duly authorized representative with a Special Power of Attorney are hereby required to receive the NOA within two (2) days from receipt hereof. Failure to formally receive the same shall constitute sufficient ground for cancellation of the award.

For any clarification, please proceed to the MSSPD, Logistics Department, Ground Floor, NPC-OBC or you may call us at tel. nos. 8921-6048/8921-3541 loc. 5515 from 8:00 AM to 5:00 PM, Monday to Friday or e-mail us at [msspd@napocor.gov.ph](mailto:msspd@napocor.gov.ph).

Very truly yours,

  
**CRISANTO V. HILARIO**

Vice President, Administration and Finance

Received and Acknowledged by: 10/01/2024 TALAG, JUAN FIDEL  
Authorized Representative

Date: 10/01/2024

cf: Ms. B. T. Rivero - Manager, SBPD

Please take notice of the attached advisory regarding **Unauthorized Solicitation** dated 19 February 2024.



### NATIONAL POWER CORPORATION

Gabriel Y. Itchon Building  
Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)  
corner Quezon Avenue, Diliman 1100 Quezon City, Philippines  
Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468  
Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)







## NATIONAL POWER CORPORATION

### NOTICE TO PROCEED

26 September 2024

**MR. JUAN FIDEL V. TALAG**

Owner

HUWAN CONSUMER GOODS TRADING

Blk 4 Lot 7 Job St., Juana 6, Brgy. San Francisco

Biñan, Laguna

E-mail: huwanconsumergoods@gmail.com

**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 059262 - MGF**

Dear **Mr. Talag:**

Pursuant to Purchase Order No. 059262 - MGF in the total amount of Fourteen Thousand Six Hundred Sixty Four Pesos (P 14,664.00) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 (Item Nos. 2-5), you are hereby required to effect delivery of the goods within the period specified in the Purchase Order.

Failure to comply with the delivery period from receipt of this Notice to Proceed will result to the imposition of sanctions/penalties as prescribed by law.

Very truly yours,

  
**FERNANDO MARTIN Y. ROXAS**  
President and CEO

Received and Acknowledged by: TALAG Juan Fidel

Authorized Representative

Date: Oct. 01, 2024

cf: Mr. C. V. Hilario - VP, Admin & Finance  
Atty. P. D. Mabbagu - SDM, Admin  
Mr. R. A. Villarin - DM, Logistics  
Ms. B. T. Rivero - Manager, SBPD

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Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)





**DOCUMENTARY ATTACHMENTS TO P.O. Nos. 059262 - MGF dated 19-Sep-2024**  
**(Result of Shopping)**

- ☒ Original **P.O. No. 059262 - MGF** - ( **HUWAN CONSUMER GOODS TRADING** )
- ☒ Original Notice to Proceed
- ☒ Original Notice of Award
- ☒ Original/CTC of TWG-BAC Evaluation Report Recommendation
- ☒ Original Additional Terms and Conditions
- ☒ CTC of Post Qua Checklist Requirements
- ☒ CTC of Abstract of Bids
- ☒ CTC of Purchase Requisition Data Sheets (PRDS)
- ☒ CTC of Request for Quotation
- ☒ CTC of Advertisement (PhilGEPS)
- ☐ CTC of of BAC Resolution No. [REDACTED]
- ☒ CTC of PR No. **HO-SBP24-002**
- ☐ Others

Received by:


TACAB, JUAN FIDEL V. 10/01/2024  
 Signature over printed name & Date of Receipt

**P. O. No. 059262 - MGF**

**ADDITIONAL TERMS AND CONDITIONS**

SUPPLIER hereby certifies that he or his representative has not offered or paid, directly or indirectly, any government officer and CORPORATION official or employee any consideration or commission for the contract nor has he or his representative exerted or utilized any corrupt or unlawful influence to secure or this Contract for any consideration or commission; that the SUPPLIER will not subcontract any portion or portions of the scope of work solicit of the Contract awarded to him to any official or employee or the CORPORATION and to the relatives within the 3rd degree of consanguinity or affinity of CORPORATION'S officials who are directly and indirectly involved in contract awards or project prosecution; and that any violation of this Certificate shall constitute a sufficient ground for the reduction from the Contract Price of the consideration or commission paid without prejudice to the filing of civil or criminal action under the Anti-Graft Law and other applicable laws against the SUPPLIER and/or his representative and CORPORATION officials and employees.

**AUTHORIZED SIGNATURE:**

  
TAYAG, JUAN P. DEL V.

PRINT NAME

**NAME:**

HUWAN CONSUMER GOODS  
TRADING

COMPANY

**DATE:**

10/01/2024





16 SEP 2024 PM04:38

MSSPD-Logistics Dept.

Received By: M

## National Power Corporation

### MEMORANDUM

FOR : THE BIDS AND AWARDS COMMITTEE

FROM : THE TECHNICAL WORKING GROUP

SUBJECT : RESULT OF BID OPENING AND POST-QUALIFICATION FOR SUPPLY AND DELIVERY OF ADAPTOR, TONER CARTRIDGES, ETC. UNDER PR NO. HO-SBP24-002 / REF. NO. SHB240531-RA00293

DATE : 29 JULY 2024

We respectfully endorse, for the Bids and Awards Committee (BAC)'s consideration and approval, the result of bid opening and post-qualification conducted on 25 June 2024 and 19 July 2024, respectively for the above subject project under **SHOPPING**.

#### A. BACKGROUND

The project requires for the Supply and Delivery of adaptor, toner, etc. for Strategic and Business Planning Division's use for CY 2024.

#### B. SALIENT POINTS

Particulars	Remarks
Approved Budget for the Contract (ABC)	<b>P55,412.00</b>
Delivery Period	Fifteen (15) Calendar Days
Delivery Point	NPC -Head Office, Diliman, Quezon City
Mode of Procurement	AMP-SHOPPING
Mode of Award	Per item
Authority to Implement	Included in the Final 2024 Annual Procurement Plan (APP)
2024 Certified Funds Available (CFA) <b>P55,412.00</b> <b>SOURCE OF FUNDS : NON-OMA</b>	Signed by: DAISY T. TORRES – SFS-B, DAMD

#### C. BID OPENING/EVALUATION RESULTS

Three (3) Bidders submitted price proposals for the subject project namely, **WINMERJ INC., HUWAN CONSUMER GOODS TRADING AND CHEMTECH TRADING**.

The non-discretionary "Pass/Fail" criterion was used to evaluate the completeness of submission against the Checklist of Documents during the bid submission/opening.

NPC-MSSPD, LOGISTICS  
CERTIFIED TRUE COPY  
MELINA G. FRANCISCO



## 1. ELIGIBILITY/TECHNICAL DOCUMENTS

BIDDERS	FINDINGS	RATING
WINMERJ INC.	Complete Submission	PASSED
HUWAN CONSUMER GOODS TRADING	Complete Submission	PASSED
CHEMTECH TRADING	Complete Submission	PASSED

## 2. FINANCIAL EVALUATION

**ABC = PHP 55,412.00**

BIDDER/S	BID PRICES (Php)		RATING	RANKING
	"As Read"	"As Corrected/Calculated"		
WINMERJ INC.	20,470.00 Within the ABC (36.94%)	20,470.00 Within the ABC (36.94%)	PASSED	2 <sup>nd</sup> LCQ (No Bid Offer for item Nos. 1 & 6-7)
HUWAN CONSUMER GOODS TRADING	52,116.00 Within the ABC (94.05%)	52,116.00 Within the ABC (94.05%)	PASSED	LCQ
CHEMTECH TRADING	60,200.00 Offer is above the ABC (108.64%)	60,200.00 Offer is above the ABC (108.64%)	FAILED	

Summary of Lowest Calculated Quotation (LCQ) as per attached Abstract of Quotations-Annex "A", as follows:

SUPPLIER/S	ITEM NO/S.	TOTAL BID PRICE (Php)	RATING
HUWAN CONSUMER GOODS TRADING	2-5	14,664.00	PASSED
Re-bid items 1, 6-7 due to insufficient no. of bids received			

## D. POST-QUALIFICATION

- a) The LCQ was declared as technically complying as per attached Technical Evaluation of the End-user received on 16 July 2024. (Please see attached Annex "B")

### 1. HUWAN CONSUMER GOODS TRADING

ITEM NO.	ITEM DESCRIPTION	TECHNICAL EVALUATION	RATING
2	Toner Cartridge for HP MFP M283 FDN Printer, CYAN	TECHNICALLY COMPLYING	PASSED
3	Toner Cartridge for HP MFP M283 FDN Printer, MAGENTA	TECHNICALLY COMPLYING	PASSED
4	Toner Cartridge for HP MFP M283 FDN Printer, YELLOW	TECHNICALLY COMPLYING	PASSED
5	Toner Cartridge for HP MFP M283 FDN Printer, BLACK	TECHNICALLY COMPLYING	PASSED



**b) Verification / Validation of Submitted Documents**

Documents submitted for the following supplier/s was/were verified/validated and found to be in order, to wit:

1. The following documents submitted by **HUWAN CONSUMER GOODS TRADING** as indicated in the Checklist of Requirements were verified and validated:

Documents	Findings
PhilGEPS Certificate of Registration Platinum Membership	Responsive
Mayor's Permit	Responsive

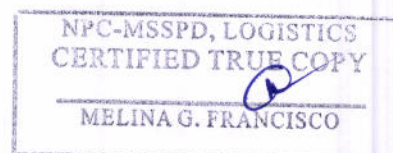
2. It was also verified that **HUWAN CONSUMER GOODS TRADING** is not included in the latest issuance of the GPPB's list of Blacklisted Entities.

**E. RECOMMENDATION**

In view of the foregoing, we respectfully recommend the award of the contract on the Lowest Calculated Responsive Quotation (LCRQ), as follows:

ITEM NO.	ITEM DESCRIPTION	ABC (Php)	AWARDEE	QTY	UNIT PRICE (Php)	AMOUNT (P)
2	Toner Cartridge for HP MFP M283 FDN Printer, CYAN	4,000.00	HUWAN CONSUMER GOODS TRADING	1 pc	3,788.00	3,788.00
3	Toner Cartridge for HP MFP M283 FDN Printer, MAGENTA	4,000.00		1 pc	3,788.00	3,788.00
4	Toner Cartridge for HP MFP M283 FDN Printer, YELLOW	4,000.00		1 pc	3,788.00	3,788.00
5	Toner Cartridge for HP MFP M283 FDN Printer, BLACK	3,500.00		1 pc	3,788.00	3,788.00
TOTAL AMOUNT						14,664.00

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







Summarized as follows:

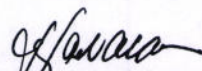
SUPPLIER NAME	ITEM NO./S	TOTAL AMOUNT OF AWARD (PHP)
HUWAN CONSUMER GOODS TRADING	2-5	14,664.00


For the BAC's consideration and endorsement of award.

THE TECHNICAL WORKING GROUP

  
**ZENON C. TAYAO**  
Chairman

  
**AMERIE JOY C. OÑATE**  
Member, Technical


  
**PILAR G. GAPACAN**  
Member, Finance

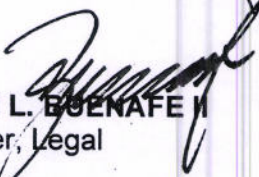
  
**ATTY. RACHELLE L. NGO**  
Member, Legal


  
**BERNADETTE T. RIVERO**  
Member, End-user

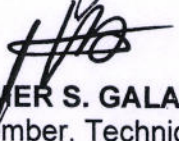
THE BIDS AND AWARDS COMMITTEE HEREBY RESOLVED ON 05 August 2024  
TO RECOMMEND THE APPROVAL OF THE AWARD OF CONTRACT:

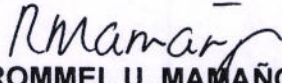
  
**ATTY. MELCHOR P. RIDULME**  
Chairman


  
**ATTY. MANUEL LUIS B. PLOFINO**  
Vice Chairman

  
**ATTY. DELFIN L. BUENAFE II**  
Member, Legal

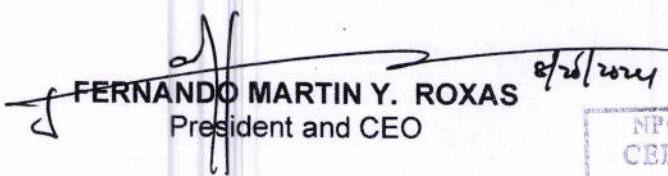
  
**JENALYN AUREA S. TINONAS**  
Member, Finance

  
**HOMER S. GALANG**  
Member, Technical

  
**ROMMEL U. MAMAÑGUN**  
Member, Technical

  
**BEVERLY B. ESTELLA**  
Member, End-user

APPROVED THE AWARD OF CONTRACT AS RECOMMENDED:

  
**FERNANDO MARTIN Y. ROXAS**  
President and CEO

8/26/2024  
NPC-MSSPD, LOGISTICS  
CERTIFIED TRUE COPY  
MELINA G. FRANCISCO





## NATIONAL POWER CORPORATION

19 September 2024

**MR. JUAN FIDEL V. TALAG**

Owner

HUWAN CONSUMER GOODS TRADING

Blk 4 Lot 7 Job St., Juana 6, Brgy. San Francisco

Biñan, Laguna

E-mail: huwanconsumergoods@gmail.com

**SUBJECT: NOTICE OF AWARD – P.O. No. 059262 - MGF**

Dear **Mr. Talag**:

Pursuant to Article XI Section 37 of RA 9184, Notice of Award (NOA) is hereby served to HUWAN CONSUMER GOODS TRADING for having submitted the Lowest Calculated and Responsive Quotation (LCRQ) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 (Item Nos. 2-5) in the total contract amount of Fourteen Thousand Six Hundred Sixty Four Pesos (P14,664.00) only.

Please be reminded of the following: a) Your price validity is one hundred twenty (120) days from date of Quotation; b) Delivery period is within fifteen (15) calendar days from issuance of NTP; and c) Delivery site is at NPC Head Office, Diliman, Quezon City,

You or your duly authorized representative with a Special Power of Attorney are hereby required to receive the NOA within two (2) days from receipt hereof. Failure to formally receive the same shall constitute sufficient ground for cancellation of the award.

For any clarification, please proceed to the MSSPD, Logistics Department, Ground Floor, NPC-OBC or you may call us at tel. nos. 8921-6048/8921-3541 loc. 5515 from 8:00 AM to 5:00 PM, Monday to Friday or e-mail us at [msspd@napocor.gov.ph](mailto:msspd@napocor.gov.ph).

Very truly yours,

**CRISANTO V. HILARIO**

Vice President, Administration and Finance

Received and Acknowledged by: TALAG, JUAN FIDEL V.  
Authorized Representative

Date: 10/01/2024

cf: Ms. B. T. Rivero - Manager, SBPD

Please take notice of the attached advisory regarding **Unauthorized Solicitation** dated 19 February 2024.



### NATIONAL POWER CORPORATION

Gabriel Y. Itchon Building

Senator Miriam P. Defensor-Santiago Avenue (formerly BIR Road)

corner Quezon Avenue, Diliman 1100 Quezon City, Philippines

Tel. Nos. (632) 8921-3541 to 80 • Fax No. (632) 8921-2468

Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)







## NATIONAL POWER CORPORATION

### NOTICE TO PROCEED

26 September 2024

**MR. JUAN FIDEL V. TALAG**

Owner

HUWAN CONSUMER GOODS TRADING

Blk 4 Lot 7 Job St., Juana 6, Brgy. San Francisco

Biñan, Laguna

E-mail: huwanconsumergoods@gmail.com

**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 059262 - MGF**

Dear **Mr. Talag**:

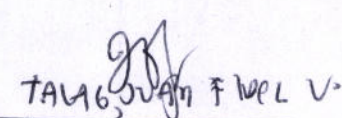
Pursuant to Purchase Order No. 059262 - MGF in the total amount of Fourteen Thousand Six Hundred Sixty Four Pesos (P 14,664.00) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 (Item Nos. 2-5), you are hereby required to effect delivery of the goods within the period specified in the Purchase Order.

Failure to comply with the delivery period from receipt of this Notice to Proceed will result to the imposition of sanctions/penalties as prescribed by law.

Very truly yours,

  
**FERNANDO MARTIN Y. ROXAS**  
President and CEO

Received and Acknowledged by:

  
Authorized Representative

Date:

OCT 01, 2024

cf: Mr. C. V. Hilario - VP, Admin & Finance  
Atty. P. D. Mabbagu - SDM, Admin  
Mr. R. A. Villarín - DM, Logistics  
Ms. B. T. Rivero - Manager, SBPD

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Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)







## ADMINISTRATION & FINANCE

Materials, Supplies and Services Procurement Division

Logistics Department

AFG-LOG-24-3348  
NPC/ON LOGISTIC DEPT.  
20 SEP '24 03:18 PM  
DATE  
RECEIVED BY: *dyg*

Date: 19 September 2024

FOR / TO:

**R. A. VILLARIN**

Dept. Manager, Logistics

**ATTY. P. D. MABBAGU**

Sr. Dept. Manager, Admin

**C. V. HILARIO**

VP, Admin and Finance

INITIAL	IN	OUT
<i>RA</i>	9/20/24	9/20/24
<i>PM</i>	20 Sept	
<i>CH</i>	9/25	

DOCUMENT TITLE / DESCRIPTION / SUBJECT:

Notice of Award, Purchase Order No. 059262 - MGF and Notice to Proceed (HO-SBP24-002)

**HUWAN CONSUMER GOODS TRADING**

☐ Compliance

☒ Approval/Sign/Initial

☐ Prepare Reply

☐ Processing

☐ Others \_\_\_\_\_

☐ Info/Reference/Consideration

☐ Let's Discuss

☐ Dissemination

☐ Clarification

REMARKS:

Please accomplish the attached process slip. Thank you.

FROM:

*Ma. Melany L. Triñanes*  
**Ma. Melany L. Triñanes**  
Manager, MSSPD

AFG-AG-24-4422  
**OSDM - ADMINISTRATION**

Date Received: 9/20 By: *due*

Time: 4:40pm

24 SEP '24 04:32 PM  
DUP-ADMIN&FINANCE  
AFG 09/24/24 612





National Power Corporation

# DOCUMENT TRANSMITTAL

DT No.: AFG-MSP-24-002

Date: 19 September 2024

## PART A: ADDRESSEE(S) / ACTION REQUESTED

	Name	Designation/Station	Action Requested (Refer to Part B)								Acknowledgment	
			1	2	3	4	5	6	7	8	Initial	Date
1.	FERNANDO MARTIN Y. ROXAS	President and CEO										
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												

Initials: FM Date: 9/25

Stamp: **NATIONAL POWER CORPORATION**  
**PRESIDENT**  
SEP 25 2024

## PART B: CODES AND INSTRUCTIONS:

- |   |   |
|---|---|
| <input type="checkbox"/> 1 - For review/comment/evaluation/recommendation   | <input type="checkbox"/> 5 - For compliance/submission of report or documents |
| <input type="checkbox"/> 2 - For information/reference/filing/consideration | <input type="checkbox"/> 6 - Reply directly/ attend or send representative(s) |
| <input type="checkbox"/> 3 - For initial/signature/approval                 | <input type="checkbox"/> 7 - Prepare a reply for the President's signature    |
| <input type="checkbox"/> 4 - For clarification/discussion/dissemination     | <input type="checkbox"/> 8 - Others :   |

Notes/Remarks :

SUPPLY AND DELIVERY OF TONER CARTRIDGES UNDER PR NO. HO-SBP24-002 / REF NO. SHB240531-RA00293.

## PART C. RECORD/ DOCUMENT DETAILS

Document/ Item No.	Date	Description	Number of	
			Original	Photoc
1	19-Sep-24	P.O. No. 059262 - MGF	1 set	
2		Notice to Proceed (NTP) for P.O. No. 059262 - MGF	2	1

## PART D: SENDER

CRISANTO V. HILARIO  
VP, Admin & Finance



**MATERIALS, SUPPLIES & SERVICES PROCUREMENT DIVISION (MSSPD)**  
**LOGISTICS DEPARTMENT (LD)**  
**ADMINISTRATION AND FINANCE**



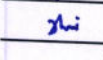
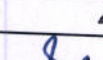

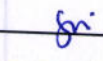
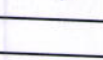
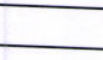

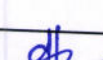

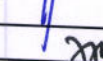
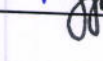
**PO / IO / OPO NOS.** : 059262 - MGF

**REFERENCE NO.** : HO-SBP24-002/SHB240531-RA00293

**SUPPLIER** : HUWAN CONSUMER GOODS TRADING

**PROCESS SLIP**

This is to certify that the PO/IO/OPO and the supporting documents have been prepared in accordance with the relevant laws, rules and regulations. By our signatures below, we attest that we have exercised due diligence to ensure that this Contract is free from any/all defects. This processing slip shall be attached to the original copy of the Contract to be kept in the custody of the MSSPD, Logistics Department.

	NAME	SIGNATURE	LEADTIME	DATE	
				IN	OUT
1) PO/IO/OPO Examiner/ MMS-A	M. G. FRANCISCO		5 cal days	17-Sep-24	19-Sep-24
2) Matls Mgt. Officer	J. P. PEDROCHE		1 cal day	19 Sep 24	19 Sep 24
3) Manager, MSSPD	MA. M. L. TRIÑANES		1 cal day		
4) Manager, Log Dept.	R. A. VILLARIN		1 cal day	19 Sep 24	
5) Sr. Dept. Mgr., Admin	ATTY. P. D. MABBAGU		1 cal day	9/20/24	9/20/24
6) Finance (for CFA) Sr. Financial Analyst (OMA) (NON-OMA) Section Chief Manager, DAMD OIC-Manager, Controllers Sr. Dept. Mgr., Finance	V. J. LICARDO		2 cal days	20 Sept	
	D. D. TORRES			9/24	9/24
	L. C. MARTIN				
	A. L. TENAY				
	M. O. OCAMPO				
	L. E. BOMEDIANO				
7) VP, Admin & Finance	C. V. HILARIO		1 cal day	9/25	
8) VP Concerned			2 cal days		
9) President	F.M. Y. ROXAS		2 cal days	9/25	
REMARKS:					

Please initial or sign on the slip. Only the signature of the President and CEO or appropriate signatory will appear on the Contract



**Timeline Monitoring Sheet**  
**PO/Contract Processing**  
**MSSPD/Logistics**

**PO/Contract No.**

: 059262 - MGF

**Description**

: SUPPLY AND DELIVERY OF TONER CARTRIDGES

**PR/Procurement Ref. No.**

: HO-SBP24-002 / SHB240531-RAMF293

**Date Received**

: 17-Sep-24

**Posting/Ads:**

28-May-24

**Bid Validity**

: 23-Oct-24

**Bid Opening:**

25-Jun-24

**Processor**

: MGF

**Facilitator:**

RA

ACTIVITIES		DURATION (TIMELINE)	DEADLINE	EXTENDED	ACTUAL	REMARKS
1	Process NOA & Contract (includes signatories)	5	22-Sep-24 *	24-Sep-24	19-Sep-24	
	NOA Approval					
2	OLC Review of Contract	2				
3	Budget Certification (CFA)/ CBI & approved work order (CBI -3cd)	2	26-Sep-24	26-Sep-24		
4	MSSPD Notify Contractor to pick-up Contract for signature & notary	1				
5	Contractor/Supplier Pick-up & Return Signed & Notarized Contract	5				
6	Endorsement/ Signing as witness	2				
7	• Approve of NOA/ Contract/ NTP • Issuance of NOA	2	28-Sep-24 *	30-Sep-24		
8	Posting of Performance Bond <i>mandatory (CD)</i>	10				
9	• Review of Performance Bond by OLC)	2				
	• Issuance of Certificate of Acceptable Performance Bond by TID					
10	Notarization of Contract by OLC	2				
	Preparation /Approval of NTP					
11	Notification to Pick-up approved Contract & NTP	1	01-Oct-24	03-Oct-24		
12	Receipt/ Acknowledgement of NTP & Contract	2	05-Oct-24 *	07-Oct-24		
<b>TOTAL NO. OF DAYS</b>		<b>36</b>				

NOTE: Bid Opening to NOA Issuance  
Posting of ITB to PhilGEPS to NTP Issuance





**NATIONAL POWER CORPORATION**  
**COMPLETE STAFF WORK**

19 September 2024

**FOR : FERNANDO MARTIN Y. ROXAS**  
President and CEO

**SUBJECT:** Purchase Order No. 059262 - MGF and Notice to Proceed

❖ **ACTION REQUESTED:**

For the President's consideration and approval of PO No. 059262 - MGF and Notice to Proceed in favor of HUWAN CONSUMER GOODS TRADING for having submitted the Lowest Calculated and Responsive Quotation (LCRQ) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 in the total amount ₱ 14,664.00 only.

❖ **JUSTIFICATION/LEGAL BASES:**

The proposed award is based on the result of a successful Alternative Mode of Procurement - Shopping conducted on 25 June 2024 in accordance with Section 52.1b of RA 9184 and its Revised IRR.

Pursuant to Section No. 10.0, Subject No. 10.03 of the Revised 2018 Manual of Approvals (MOA) for the Procurement of Goods/Services at the Head Office, the total amount of purchase is within the approving authority of the Vice President concerned. However, considering that the requisitioning office is under the Vice President who sits as a member of the Bids and Awards Committee, we are elevating the approval of the subject Purchase Order and Notice to Proceed to the President and CEO.

❖ **POSSIBLE ISSUES/IMPACT INVOLVED:**

**LEGAL ISSUES/IMPACT :** Not Applicable  
**TECHNICAL ISSUES/IMPACT :** Not Applicable  
**FINANCIAL ISSUES/IMPACT :** Not Applicable

❖ **CERTIFICATE OF FUNDS  
AVAILABILITY:**

Please see attached PR Nos. HO-SBP24-002

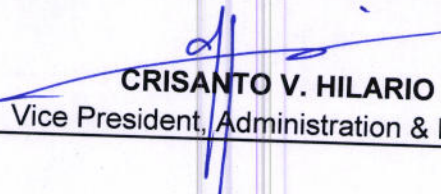
❖ **CERTIFICATE OF DUE  
DILIGENCE:**

Award is in accordance with the laws, rules and regulations of the RA 9184 and its 2016 Revised IRR.

**SUMMARY OF ATTACHMENTS:**

1. BAC Recommendation of Award dated 29 July 2024
2. Notice of Award dated 19 September 2024
3. P. O. No. 059262 - MGF dated 19 September 2024
4. Notice to Proceed
5. Documentary Attachments

**SUBMITTED/ENDORSED BY:**

  
**CRISANTO V. HILARIO**  
Vice President, Administration & Finance





**NATIONAL POWER CORPORATION**  
**COMPLETE STAFF WORK**

19 September 2024

**FOR : FERNANDO MARTIN Y. ROXAS**  
President and CEO

**SUBJECT:** Purchase Order No. 059262 - MGF and Notice to Proceed

❖ **ACTION REQUESTED:**

For the President's consideration and approval of PO No. 059262 - MGF and Notice to Proceed in favor of HUWAN CONSUMER GOODS TRADING for having submitted the Lowest Calculated and Responsive Quotation (LCRQ) for the Supply and Delivery of Toner Cartridges under PR No. HO-SBP24-002 in the total amount ₱ 14,664.00 only.

❖ **JUSTIFICATION/LEGAL BASES:**

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❖ **POSSIBLE ISSUES/IMPACT INVOLVED:**

**LEGAL ISSUES/IMPACT :** Not Applicable  
**TECHNICAL ISSUES/IMPACT :** Not Applicable  
**FINANCIAL ISSUES/IMPACT :** Not Applicable

❖ **CERTIFICATE OF FUNDS  
AVAILABILITY:**

Please see attached PR Nos. HO-SBP24-002,

❖ **CERTIFICATE OF DUE  
DILIGENCE:**

Award is in accordance with the laws, rules and regulations of the RA 9184 and its 2016 Revised IRR.

**SUMMARY OF ATTACHMENTS:**

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**SUBMITTED/ENDORSED BY:**

**CRISANTO V. HILARIO**  
Vice President, Administration & Finance