



Republic of the Philippines
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT**

(SHOPPING – 52.1)

1.Scope of Works (REF: _____ PR NO. [S3-SPUGM23-002](#) ([S3-NAQ23-003](#), [S3-EMO23-005](#), [S3-DIN23-006](#), [S3-GPP23-007](#), [S3-KDP23-007](#) & [S3-TAL23-010](#)))

“SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES”

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES	1	LOT	
	S3-NAQ23-003			
1	BALLPEN, black, fine/ball/roller point, 0.5mm, water-resistant ink	300	PC	6,000.00
2	BATTERY, 9 volts, alkaline	30	PC	6,600.00
3	BATTERY AAA, super heavy duty, disposable, 1.5V	30	PC	5,700.00
4	ENVELOPE, expanded with garter, long, dark blue	100	PC	600.00
5	FASTENER paper, plastic, 50 sets/box	20	BOX	1,700.00
6	FOLDER, file folder white with plastic jacket, long	100	PC	4,000.00
7	GLUE washable, clear, non-toxic, 148ml	10	PC	3,800.00
8	MARKER fine, black, permanent	20	PC	800.00
9	PAPER photo, high glossy, A4, inkjet compatible, 20sheets/pack	40	PACK	2,600.00
10	PAPER multi-copy, 80gsm, A4 (210x297mm)	40	REAM	10,000.00
11	PEN sign pen, 0.5mm, black	30	PC	1,500.00
12	PHILIPPINE FLAG, 90x150cm, polyester fabric, fade resistant, high quality, vibrant color	4	PC	1,800.00
13	POST-IT NOTE 3M, 3x3, neon colors, 5pads/pack, 100sheet/pad/color	20	PACK	3,000.00
14	STAPLE WIRE no. 35, 26/6, standard, 5000 pcs/box	20	BOX	1,700.00
15	TAPE masking, 2”	20	ROLL	1,100.00
16	TAPE packing tape, tan, 2in x 100m	20	ROLL	1,900.00
				52,800.00
	S3-EMO23-005			
17	BALLPEN, black, fine/ball/roller point, 0.5mm	100	PC	4,000.00
18	PAPER, multi-copy, 80gsm, legal (216mm x 330mm)	25	REAM	8,750.00
19	PAPER, multi-copy, 80gsm, A4 (210mm x 297mm)	60	REAM	18,000.00
				30,750.00
	S3-DIN23-006			
20	BATTERY 1.5VDC, AA size, heavy duty	24	PC	1,800.00
21	BATTERY 1.5VDC, AAA size, heavy duty	24	PC	1,800.00
22	ENVELOPE A4 size, brown	50	PC	750.00
23	FASTENER paper, metal, M2, 50pcs/box	4	BOX	1,600.00
24	FOLDER long, white	50	PC	750.00
25	TAPE masking, 1” big size	12	ROLL	720.00

TERMS OF REFERENCE

Shopping- 52.1 (PR No. [S3-SPUGM23-002](#) ([S3-NAQ23-003](#), [S3-EMO23-005](#), [S3-DIN23-006](#), [S3-GPP23-007](#), [S3-KDP23-007](#) & [S3-TAL23-010](#)))

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26	TAPE transparent, 24mm 50meters	12	ROLL	600.00
27	FLAG Philippine, std size 3ft x 6ft	2	PC	760.00
				8,780.00
	S3-GPP23-007			
28	BOOK, logbook 300pages	10	PC	2,500.00
29	ENVELOPE, plastic long with zipper lock	10	PC	800.00
30	MARKING, whiteboard, black/blue/red	30	PC	900.00
31	PAPER A4, special business	25	REAM	6,250.00
32	PAPER HIGHLIGHTER, various neon colors	4	SET	1,000.00
33	PEN, IEC materials	50	PC	500.00
34	SIGN PEN, 0.5mm black	20	PC	1,200.00
35	TAPE double sided 24mm	5	ROLL	400.00
36	TAPE transparent, 24mm, 50meters	4	ROLL	240.00
				13,790.00
	S3-KDP23-007			
37	BOOK, Record, 500pages	1	PC	153.00
38	CORRECTION TAPE, disposable, usable length of 6metrs (min), 5mm width	10	PC	250.00
39	FOLDER tagboard, A4 size	100	PC	400.00
40	NOTEBOOK, Record book, 300pages	2	PC	262.00
41	PAPER BOND, subs 20 A4 size	33	REAM	12,540.00
42	PEN ballpoint, fine, 0.5mm, blue/black	50	PC	400.00
43	SIGN PEN 0.5mm, black	15	PC	900.00
44	STAPLE WIRE standard #35, 5000s/box	10	BOX	850.00
				15,755.00
	S3-TAL23-010			
45	BATTERY alkaline, size AA	6	PC	600.00
46	BATTERY alkaline, size AAA	10	PC	1,000.00
47	BOOK RECORD, 500pages, Smyth sewn	13	PC	3,250.00
48	GLUE all purpose, 130G/1307	4	PC	300.00
49	PAPER multi-purpose, 210mm x 297mm (A4) 80gsm	12	REAM	5,400.00
50	PAPER photo, 20 sheets/pack	4	PACK	400.00
51	PAPER bond, subs 20 A4 size	10	REAM	4,000.00
52	SIGN PEN 0.5mm, black	16	PC	512.00
53	CORRECTION PEN, rolling ball, metal tip	20	PC	1,000.00
54	FOLDER DATA, with finger ring, 3 x 9 x 15	4	PC	1,080.00
				17,542.00
	TOTAL BID PRICE			139,417.00

Notes:

- Warranty shall be at least Three (3) months.
- Mode of Award is Lot Award. Bid offer must be within the ABC per item **per item**.

Note: This portion must include the complete technical specifications and the quantity of the requirement.

2. DELIVERY PERIOD

Delivery Period shall not be later than **Thirty (30)** calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

3. Delivery Point

Items shall be delivered at **AFD WAREHOUSE, DAVAO CITY**.

4. Bid Submission

The Bidder shall submit their sealed quotations through their authorized representative to be dropped in the designated drop box in the **SPUG Mindanao Training Center, NPC-SPUG Mindanao Complex, Kumintang St., Mintal, Tugbok District, Davao City**

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 Single / Lowest Calculated Bid (S/LCB).

9. Detailed Evaluation and Comparison of Bids

The S/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

- a. Submitted documents of the S/LCB shall be subjected to post qualification evaluation.
- b. 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

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) days after submission of complete supporting documents.

15. Warranty

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of Three (3) Months 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 signing and accepting the Purchase Order/Contract, the supplier fails to deliver the goods and/or services, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

18. 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.



National Power Corporation

REQUEST FOR QUOTATION (SHOPPING – 52 .1 b)

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. S3-SPUGM23-002 (S3-NAQ23-003, S3-EMO23-005, S3-DIN23-006, S3-GPP23-007, S3-KDP23-007 & S3-TAL23-010), Ref. No. _____ and submit the same in a sealed envelope to be dropped in the designated drop box at NPC-SPUG Mindanao Central Office, Kumintang St., Mintal, Tugbok Dist., Davao City **on or before 9:00AM of 18 April 2023.**

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 or Blue 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 _____, the deadline for submission may be extended, as follows:

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

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 fax/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 DBAC Secretariat, **Mr. Daryl B. Daodaoang** at telephone no/s. (082) 293-0657 and 293-0610.

Very truly yours,

Job C. Cansancio
Plant Supt., Dinagat DPP
Chairman, DBAC-Eastern Mindanao Area

**SUPPLIER'S BID QUOTATION
(SHOPPING 52.1)**

To: The DBAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. S3-SPUGM23-002 (S3-NAQ23-003, S3-EMO23-005, S3-DIN23-006, S3-GPP23-007, S3-KDP23-007 & S3-TAL23-010). I agree with the conditions of the TOR and offer the following with specific description:

ITEM NO.	DESCRIPTION OF ITEM/S TO BE SUPPLIED (INCLUDE BRAND NAME)	OFFERED BRAND/ MODEL	QTY.	UNIT	UNIT PRICE (Php)	TOTAL PRICE (Php)
	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES		1	LOT		
	S3-NAQ23-003					
1	BALLPEN, black, fine/ball/roller point, 0.5mm, water-resistant ink		300	PC		
2	BATTERY, 9 volts, alkaline		30	PC		
3	BATTERY AAA, super heavy duty, disposable, 1.5V		30	PC		
4	ENVELOPE, expanded with garter, long, dark blue		100	PC		
5	FASTENER paper, plastic, 50 sets/box		20	BOX		
6	FOLDER, file folder white with plastic jacket, long		100	PC		
7	GLUE washable, clear, non-toxic, 148ml		10	PC		
8	MARKER fine, black, permanent		20	PC		
9	PAPER photo, high glossy, A4, inkjet compatible, 20sheets/pack		40	PACK		
10	PAPER multi-copy, 80gsm, A4 (210x297mm)		40	REAM		
11	PEN sign pen, 0.5mm, black		30	PC		
12	PHILIPPINE FLAG, 90x150cm, polyester fabric, fade resistant, high quality, vibrant color		4	PC		
13	POST-IT NOTE 3M, 3x3, neon colors, 5pads/pack, 100sheet/pad/color		20	PACK		
14	STAPLE WIRE no. 35, 26/6, standard, 5000 pcs/box		20	BOX		
15	TAPE masking, 2"		20	ROLL		
16	TAPE packing tape, tan, 2in x 100m		20	ROLL		
	S3-EMO23-005					
17	BALLPEN, black, fine/ball/roller point, 0.5mm		100	PC		
18	PAPER, multi-copy, 80gsm, legal (216mm x 330mm)		25	REAM		
19	PAPER, multi-copy, 80gsm, A4 (210mm x 297mm)		60	REAM		
	S3-DIN23-006					
20	BATTERY 1.5VDC, AA size, heavy duty		24	PC		
21	BATTERY 1.5VDC, AAA size, heavy duty		24	PC		
22	ENVELOPE A4 size, brown		50	PC		
23	FASTENER paper, metal, M2, 50pcs/box		4	BOX		
24	FOLDER long, white		50	PC		
25	TAPE masking, 1" big size		12	ROLL		
26	TAPE transparent, 24mm 50meters		12	ROLL		
27	FLAG Philippine, std size 3ft x 6ft		2	PC		
	S3-GPP23-007					
28	BOOK, logbook 300pages		10	PC		
29	ENVELOPE, plastic long with zipper lock		10	PC		
30	MARKING, whiteboard, black/blue/red		30	PC		
31	PAPER A4, special business		25	REAM		
32	PAPER HIGHLIGHTER, various neon colors		4	SET		

TERMS OF REFERENCE

Shopping- 52.1 (PR No. [S3-SPUGM23-002](#) ([S3-NAQ23-003](#), [S3-EMO23-005](#), [S3-DIN23-006](#), [S3-GPP23-007](#), [S3-KDP23-007](#) & [S3-TAL23-010](#)))

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33	PEN, IEC materials		50	PC		
34	SIGN PEN, 0.5mm black		20	PC		
35	TAPE double sided 24mm		5	ROLL		
36	TAPE transparent, 24mm, 50meters		4	ROLL		
S3-KDP23-007						
37	BOOK, Record, 500pages		1	PC		
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S3-TAL23-010						
45	BATTERY alkaline, size AA		6	PC		
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52	SIGN PEN 0.5mm, black		16	PC		
53	CORRECTION PEN, rolling ball, metal tip		20	PC		
54	FOLDER DATA, with finger ring, 3 x 9 x 15		4	PC		
Total Bid Price.....P						

Notes:

- Warranty shall be at least Three (3) months.
- Mode of Award is Lot Award Bid offer must be within the **ABC**

Delivery Period : 30 days
Terms of Payment : 30 days
Delivery Point : AFD Warehouse, Davao City

Price Validity : 120 calendar days
Warranty Period : Three (3) months

 Name and Signature of Authorized Representative
 Date _____
 Company Name _____
 Email Add _____
 Contact No _____

Note: 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.