



Republic of the Philippines
NATIONAL POWER CORPORATION

TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SMALL VALUE PROCUREMENT – 53.9)

1.Scope of Works (REF: _____ PR NO. [S3-PLM22-022](#))

“REQUEST FOR JOB ORDER: SUPPLY OF LABOR AND MATERIALS FOR THE INTERMEDIATE AND MAJOR OVERHAULING OF VARIOUS GENSETS INTENDED FOR PALIMBANG DPP”

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
	REQUEST FOR JOB ORDER: SUPPLY OF LABOR AND MATERIALS FOR THE INTERMEDIATE AND MAJOR OVERHAULING OF VARIOUS GENSETS INTENDED FOR PALIMBANG DPP	1	LOT	
1	INTERMEDIATE OVERHAUL OF UNIT NO. 4, 192.5KW FG WILSON LABOR AND MATERIALS	1	LOT	45,500.00
2	INTERMEDIATE OVERHAUL OF UNIT NO. 6, 80KW CUMMINS LABOR AND MATERIALS	1	LOT	45,000.00
3	MAJOR OVERHAUL OF UNIT NO. 1, 163KW DALE PERKINS LABOR AND MATERIALS	1	LOT	46,000.00
	LABOR: SCOPE OF WORKS TO BE DONE (MECHANIC, LABOR/HELPER)			
	1. ASSIST IN DISMANTLING OF GENERATOR SET			
	2. ASSIST IN PREPARING THE MATERIALS AND EQUIPMENT			
	3. ASSIST IN SERVICING OF SPARE PARTS			
	4. ASSIST IN ASSEMBLING OF GENERATOR SET			
	5.DISPOSE ALL WASTE AND UNUSED SPARE PARTS TO PROPER AND DESIGNATED AREA			
	MATERIALS: VARIOUS GENSETS			
	1. CLEANER, GENERATOR (4LTR/GAL)	3	GAL	
	2. PENETRATING OIL, WD40, 400ML/CAN	6	CAN	
	3. CONTACT CLEANER DRY PURE, AEROSOL	19	CAN	
	4. ADHESIVE, STEEL EPOXY, 15GRAMS	24	PAIR	
	5. SOAP, POWDER 1KG/PACK	12	PACK	
	6. SOAP, LIQUID, 250ML/BOT	15	BOT	
	7. WASTE RAGS, COTTON ROUND	61	KG	
	8. PAPER SAND #160	20	PC	
	9. PAPER SAND #400	20	PC	
	10. PAPER SAND #1000	26	PC	
	11. SOAP BAR	208	PC	
	12. CABLE TIE, NYLON 12"	12	PACK	
	13. CABLE TIE, NYLON 8"	9	PACK	
	14. GASKET, BELAMOID 1/32 SECOND	56	FEET	
	15. GREASE HIGH TEMP.	9	QRT	
	16. OIL, ADDITIVES PERTUA	19	LTR	
	17. GASKET MAKER NO. 2, 30Z 85GRAMS	60	TUBE	
	TOTAL BID PRICE			136,500.00
	Notes: <ul style="list-style-type: none">•Mode of award is on per lot basis.•Bid offer must be within the ABC per item.•Warranty shall be at least THREE (3) months.			

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

- Delivery Period / Duration of Work**
Delivery Period / Duration of Work shall not be later than [Thirty \(30\)](#) calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.
- Delivery Point**
[PLANT SITE – PALIMBANG DPP](#)
- 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 Central Office, Kumintang St., Mintal, Tugbok District, Davao City](#)
- Late Bids**
Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.
- 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.

SUPPLIER'S BID QUOTATION
(NP-SMALL VALUE PROCUREMENT53.9)

To: The DBAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. [S3-PLM22-022](#). 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 of MEASURE	UNIT PRICE (Php)	TOTAL PRICE (Php)
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	16. OIL, ADDITIVES PERTUA		19	LTR		
	17. GASKET MAKER NO. 2, 30Z 85GRAMS		60	TUBE		
TOTAL BID PRICE						
Notes: <ul style="list-style-type: none">•Mode of award is on per lot basis.•Bid offer must be within the ABC per item.						

Delivery Period : 30 days

Delivery Point : PLANT SITE – PALIMBANG DPP

Terms of Payment : 30 days

Price Validity : 120 calendar days

Warranty Period : THREE (3) months

Name and Signature of Authorized Representative
Date _____
Company Name _____

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.