



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-PLM22-026)**

**“REQUEST FOR JOB ORDER: SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF FUEL PIPE LINE AND OFFICE INTENDED FOR PALIMBANG DPP”**

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
	<b>REQUEST FOR JOB ORDER: SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF FUEL PIPE LINE AND OFFICE INTENDED FOR PALIMBANG DPP</b>	<b>1</b>	<b>LOT</b>	
1	REPAIR OF FUEL PIPE LINE LABOR AND MATERIALS (F3585S3)	1	LOT	40,000.00
	<b>SCOPE OF WORKS TO BE DONE:</b>			
	1. PULL-OUT DEFECTIVE FUEL PIPE			
	2. REPLACE FUEL PIPE			
	G.I. PIPE 1”DIA	4	PC	
	G.I. PIPE 3/4” DIA	8	PC	
	G.I. PIPE 1/2” DIA	4	PC	
	3. REPLACE DEFECTIVE BALL VALVE DAY TANK			
	BALL VALVE 1/2” DIA	4	PC	
	4. REPLACE MAIN BALL VALVE STORAGE TANK			
	BALL VALVE 3/4” DIA	2	PC	
	5. REPLACE DEFECTIVE ELBOW, TEE AND COUPLING			
	ELBOW 1/2” DIA	3	PC	
	COUPLING 1/2” DIA	4	PC	
	TEE 1/2” DIA	2	PC	
	TEE 3/4” DIA	2	PC	
	COUPLING 3/4” DIA	2	PC	
	ELBOW 3/4” DIA	5	PC	
	UNION 1/2” DIA	4	PC	
	UNION 3/4” DIA	2	PC	
	6. REPLACE REDUCER PIPE			
	REDUCER 3/4” → 1/2”	2	PC	
	REDUCER 1” → 3/4”	2	PC	
	REDUCER 1” → 1/2”	2	PC	
	7. CONDUCT HYDROTEST FOR LEAKING			
	8. DISPOSE ALL WASTE MATERIALS TO PROPER DISPOSAL			
2	REPAIR OF OFFICE LABOR AND MATERIALS (F3589S3)	1	LOT	82,040.00
	<b>SCOPE OF WOKRS TO BE DONE:</b>			
	1. DEMOLITION OF WALL FOR EXIT DOOR AND COMFORT ROOM			
	2. LAY-OUT OF 10’ X 4’ AT BACK AREA OF OFFICE			
	3. EXCAVATION OF 1 METER BY 4 METER WITH 5 FT. HEIGHT FOR SEPTIC TANK			
	4. CONCRETING SEPTIC TANK			
	5. CONCRETING OF FOOTING AND POST FOR COMFORT ROOM			
	6. INSTALLATION OF CHB FOR COMFORT ROOM			
	7. INSTALLATION OF TRUSSES AND RROFING 12’ X 5MM THICKNESS			
	8. INSTALLATION OF FLOOR AND WALL TILES (12” X 12”) AT COMFORT ROOM			
	9. INSTALLATION OF CERAMIC FLUSH WATER CLOSET TOILET BOWL WITH BIDET			
	10. INSTALLATION OF CERAMIC LAVATORY			
	11. INSTALLATION OF FAUCET AND SHOWER			
	12. INSTALLATION OF EXHAUST FAN IN COMFORT ROOM			
	13. CONDUCT PLUMBING WORKS			
	14. INSTALLATION OF CABINET 20” X 50” X 3’			
	15. INSTALLATION OF EXIT DOOR			
	16. TRANSFER OF AIRCONDITIONING UNIT			
	17. DISPOSAL OF WASTE MATERIALS TO PROPER DESIGNATED AREA			
	TOTAL BID PRICE			<b>122,040.00</b>

Notes:

- Mode of award is on per lot basis.
- Bid offer must be within the ABC per item.
- Warranty shall be at least SIX (6) months.

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

**2. 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.

**3. Delivery Point**

**PLANT SITE – PALIMBANG DPP**

**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 Central Office, 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 **SIX (6) 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-PLM22-026](#). 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. TRANSFER OF AIRCONDITIONING UNIT					
	17. DISPOSAL OF WASTE MATERIALS TO PROPER DESIGNATED AREA					
<b>TOTAL BID PRICE</b>						

TERMS OF REFERENCE

Small Value Procurement- 53.9 (PR No. [S3-PLM22-026](#))

Page 4 of 4

Notes:

- Mode of award is on per lot basis.
- Bid offer must be within the ABC .

**Delivery Period** : 30 days

**Delivery Point** : PLANT SITE – PALIMBANG DPP

**Terms of Payment** : 30 days

**Price Validity** : 120 calendar days

**Warranty Period** : SIX (6) 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.*