



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-AFM22-009](#))

“SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES INTENDED FOR AFD DAVAO & ZAMBOANGA”

ITEM NO.	DESCRIPTION OF ITEM/S	QTY.	UNIT	TOTAL ABC (Php)
	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES INTENDED FOR AFD DAVAO & ZAMBOANGA	1	LOT	
1.	BOOK RECORD, 500 PAGES, SMYTHE SEWN	38	PC	9,880.00
2.	CLIP PAPER, GEM TYPE, JUMBO, 48MM, 100S/BOX	21	BOX	1,050.00
3.	CLIP BINDER (BULLDOG) 2 (50MM) CAPACITY	59	BOX	3,540.00
4.	CORRECTION TAPE, DISPOSABLE, USABLE LENGTH OF 6 METERS 9MIN), 5MM WIDTH	78	PC	2,340.00
5.	ENVELOPE BROWN, LONG, KRAFT	450	PC	1,750.00
6.	ENVELOPE EXPANDING, PLASTIC, LEGAL SIZE	271	PC	2,710.00
7.	FASTENER PAPER, METAL/PLASTIC, 50 SETS/BOX	56	BOX	4,760.00
8.	FOLDER LONG, KRAFT	358	PC	3,580.00
9.	FOLDER DATA, W/ FINGER RING, 3 X 9 X 15	98	PC	25,480.00
10.	FOLDER SHORT, KRAFT	5	PC	50.00
11.	FOLDER EXPANDING, 10"W X 15"L X 2	281	PC	3,372.00
12.	FORM COMPUTER CONTINUOUS, 3 PLY, CARBONLESS, 11 X 9 1/2, 500 SETS/BOX	20	BOX	18,000.00
13.	GLUE 130G/1307 (ELMER'S OR EQUIVALENT)	22	PC	1,320.00
14.	MARKER PERMANENT, BLUE	65	PC	2,600.00
15.	MARKER PERMANENT, BLACK	72	PC	2,880.00
16.	NOTE PAD 3 X 4, 100 SHEETS/PAD	26	PAD	2,080.00
17.	PAPER SHORT, BOND SUBS 20	12	REAM	2,220.00
18.	PAPER SPECIALTY, 10 SHTS/PACK, 8.5 X 11	8	PACK	320.00
19.	PAPER MULTI-PURPOSE, 210MM X 297MM (A4) 70GSM	319	REAM	66,990.00
20.	PAPER MULTI-PURPOSE, LEGAL SIZE	151	REAM	37,750.00
21.	PAPER CARBON, SHORT, ORDINARY	2	BOX	1,000.00
22.	PEN HIGHLIGHTER, VARIOUS NEON COLORS	20	PC	900.00
23.	PEN MARKING, WHITEBOARD, BLACK/BLUE/RED	5	PC	275.00
24.	PEN BALLPOINT, FINE, 0.5MM, BLUE/BLACK	260	PC	2,080.00
25.	PEN GEL TYPE GREEN	184	PC	5,520.00
26.	SCISSORS OFFICE TYPE, HEAVY DUTY	18	PC	720.00
27.	SIGN PEN 0.5MM, BLUE	121	PC	3,630.00
28.	SIGN PEN 0.5MM, BLACK	128	PC	3,840.00
29.	SIGN PEN 0.5MM, RED	22	PC	572.00
30.	STAMP PAD INK PURPLE OR VIOLET	2	BOT	60.00
31.	STAPLE WIRE STANDARD #35, 500S/BOX	30	BOX	1,500.00
32.	TAPE SCOTCH, 1 INCH, 24MM, 50 YARDS	56	ROLL	1,400.00
33.	TAPE PACKAGING, 48MM, 50 METERS LENGTH	48	ROLL	1,920.00
34.	PAPER SHREDDER, 220MM FEED OPENING, 4MM SHRED WIDTH, 0.06M/SEC SHRED SPEED, 6-8 SHEETS PERFORMANCE, APPROX 5KG IN WEIGHT	2	UNIT	12,000.00
	TOTAL BID PRICE			228,089.00
Notes:				

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

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 SPUG-MOD WAREHOUSE, DAVAO.

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.

**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-AFM22-010](#) 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 INTENDED FOR AFD DAVAO & ZAMBOANGA		1	LOT		
1.	BOOK RECORD, 500 PAGES, SMYTHE SEWN		38	PC		
2.	CLIP PAPER, GEM TYPE, JUMBO, 48MM, 100S/BOX		21	BOX		
3.	CLIP BINDER (BULLDOG) 2 (50MM) CAPACITY		59	BOX		
4.	CORRECTION TAPE, DISPOSABLE, USABLE LENGTH OF 6 METERS 9MIN), 5MM WIDTH		78	PC		
5.	ENVELOPE BROWN, LONG, KRAFT		450	PC		
6.	ENVELOPE EXPANDING, PLASTIC, LEGAL SIZE		271	PC		
7.	FASTENER PAPER, METAL/PLASTIC, 50 SETS/BOX		56	BOX		
8.	FOLDER LONG, KRAFT		358	PC		
9.	FOLDER DATA, W/ FINGER RING, 3 X 9 X 15		98	PC		
10.	FOLDER SHORT, KRAFT		5	PC		
11.	FOLDER EXPANDING, 10"W X 15"L X 2		281	PC		
12.	FORM COMPUTER CONTINUOUS, 3 PLY, CARBONLESS, 11 X 9 1/2, 500 SETS/BOX		20	BOX		
13.	GLUE 130G/1307 (ELMER'S OR EQUIVALENT)		22	PC		
14.	MARKER PERMANENT, BLUE		65	PC		
15.	MARKER PERMANENT, BLACK		72	PC		
16.	NOTE PAD 3 X 4, 100 SHEETS/PAD		26	PAD		
17.	PAPER SHORT, BOND SUBS 20		12	REAM		
18.	PAPER SPECIALTY, 10 SHTS/PACK, 8.5 X 11		8	PACK		
19.	PAPER MULTI-PURPOSE, 210MM X 297MM (A4) 70GSM		319	REAM		
20.	PAPER MULTI-PURPOSE, LEGAL SIZE		151	REAM		
21.	PAPER CARBON, SHORT, ORDINARY		2	BOX		
22.	PEN HIGHLIGHTER, VARIOUS NEON COLORS		20	PC		
23.	PEN MARKING, WHITEBOARD, BLACK/BLUE/RED		5	PC		
24.	PEN BALLPOINT, FINE, 0.5MM, BLUE/BLACK		260	PC		
25.	PEN GEL TYPE GREEN		184	PC		
26.	SCISSORS OFFICE TYPE, HEAVY DUTY		18	PC		
27.	SIGN PEN 0.5MM, BLUE		121	PC		
28.	SIGN PEN 0.5MM, BLACK		128	PC		
29.	SIGN PEN 0.5MM, RED		22	PC		

30.	STAMP PAD INK PURPLE OR VIOLET		2	BOT		
31.	STAPLE WIRE STANDARD #35, 500S/BOX		30	BOX		
32.	TAPE SCOTCH, 1 INCH, 24MM, 50 YARDS		56	ROLL		
33.	TAPE PACKAGING, 48MM, 50 METERS LENGTH		48	ROLL		
34.	PAPER SHREDDER, 220MM FEED OPENING, 4MM SHRED WIDTH, 0.06M/SEC SHRED SPEED, 6-8 SHEETS PERFORMANCE, APPROX 5KG IN WEIGHT		2	UNIT		
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 per item.

Delivery Period : 30 days **Price Validity** : 120 calendar days
Terms of Payment : 30 days **Warranty Period** : Three (3) months
Delivery Point : SPUG-MOD WAREHOUSE, DAVAO

 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.