



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-AFM23-008](#))

**“SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES”**

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b>	<b>1</b>	<b>LOT</b>	
1	BOOK, logbook 300pages	20	PC	2,000.00
2	CORRECTION TAPE, MINI, 12M	75	PC	1,500.00
3	INK YELLOW DCP 300 BROTHER	2	PC	900.00
4	INK BLACK DCP 300 BROTHER	4	PC	1,800.00
5	INK MAGENTA L3110 003	20	BOT	8,000.00
6	INK CYAN L3110 003	20	BOT	8,000.00
7	INK MAGENTA DCP 300 BROTHER	2	PC	900.00
8	INK BLACK L3110 003	100	BOT	40,000.00
9	INK YELLOW L3110 003	20	BOT	8,000.00
10	INK CYAN DCP 300 BROTHER	2	PC	900.00
11	PAPER A4 SUBS 20 70GSM	600	REAM	120,000.00
12	PAPER LONG SUBS 20 8-1/2" X 13"	130	REAM	28,600.00
13	PAPER SHORT, SUBS 20	10	REAM	1,700.00
14	PEN BALLPOINT, BLACK	60	PC	420.00
15	PEN SIGN PEN, 0.5MM MY GEL, BLUE	260	PC	9,100.00
16	PEN SIGN PEN, 0.5MM RED MY GEL	45	PC	1,125.00
17	RIBBON CARTRIDGE FOR DOT MATRIX PRINTER	6	PC	2,700.00
18	SIGN PEN BLACK 0.5MM	300	PC	10,500.00
19	SIGN PEN GREEN, 0.5MM	100	PC	3,500.00
20	STAPLE WIRE NO. 35MM, 5000PCS/BOX	40	BOX	2,000.00
21	TAPE PACKAGING, 2" X 50M	40	ROLL	1,400.00
22	TAPE TRANSPARENT, 1" X 25M	40	ROLL	800.00
	<b>TOTAL BID PRICE</b>			<b>253,845.00</b>

**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-AFM23-008](#), 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 (1<sup>st</sup>) Extension : \_\_\_\_\_  
Second (2<sup>nd</sup>) Extension : \_\_\_\_\_  
Third (3<sup>rd</sup>) 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-AFM23-008**. 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)
	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b>		<b>1</b>	<b>LOT</b>		
1	BOOK, logbook 300pages		20	PC		
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7	INK MAGENTA DCP 300 BROTHER		2	PC		
8	INK BLACK L3110 003		100	BOT		
9	INK YELLOW L3110 003		20	BOT		
10	INK CYAN DCP 300 BROTHER		2	PC		
11	PAPER A4 SUBS 20 70GSM		600	REAM		
12	PAPER LONG SUBS 20 8-1/2" X 13"		130	REAM		
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14	PEN BALLPOINT, BLACK		60	PC		
15	PEN SIGN PEN, 0.5MM MY GEL, BLUE		260	PC		
16	PEN SIGN PEN, 0.5MM RED MY GEL		45	PC		
17	RIBBON CARTRIDGE FOR DOT MATRIX PRINTER		6	PC		
18	SIGN PEN BLACK 0.5MM		300	PC		
19	SIGN PEN GREEN, 0.5MM		100	PC		
20	STAPLE WIRE NO. 35MM, 5000PCS/BOX		40	BOX		
21	TAPE PACKAGING, 2" X 50M		40	ROLL		
22	TAPE TRANSPARENT, 1" X 25M		40	ROLL		

**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.*