



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SHOPPING – 52.1 b)**

**REFERENCE NO. S3-SPUGWM23-014 (S3-WMO23-003, S3-B0823-001, S3-SIT23-006, S3-CTW23-004 & S3-MOD23-008)**

**1. Scope of Works: For the Supply and Delivery of Various Inks for WMOD Office, Power Plants & Barge.**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
	<b>SUPPLY AND DELIVERY OF VARIOUS INKS FOR WMOD OFFICE, POWER PLANTS AND BARGE.</b>	1	LOT	<b>89,550.00</b>

**PR No. 1 (S3-WMO23-003)**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	INK HP 315, MAGENDA, 70ML, HP G52 REFILL	8	PC	5,200.00
2	INK HP 315, YELLOW, 70ML, HP G52 REFILL	8	PC	5,200.00
3	INK HP 315, CYAN, 70ML, HP G52 REFILL	8	PC	5,200.00
4	INK HP 315, BLACK, 70ML, HP G52 REFILL	30	PC	19,500.00
5	CARTRIDGE, RIBBON, LQ310	18	PC	6,300.00
<b>TOTAL AMOUNT</b>				<b>41,400.00</b>

**PR No. 2 (S3-B0823-001)**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	EXTERNAL DRIVE PORTABLE, 2TB, HEAVY DUTY	3	PC	9,000.00
2	INK YELLOW, 100ML EPSON 003	3	BOT	900.00
3	INK CYAN, 100ML EPSON 003	3	BOT	900.00
4	INK MAGENDA, 100ML EPSON 003	3	BOT	900.00
5	INK BLACK, 100ML EPSON 003	5	BOT	1,500.00
<b>TOTAL AMOUNT</b>				<b>13,200.00</b>

**PR No. 3 (S3-SIT23-006)**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	INK MAGENDA, 100ML EPSON 003	5	BOT	2,250.00
2	INK YELLOW, 100ML EPSON 003	5	BOT	2,250.00
3	INK CYAN, 100ML EPSON 003	5	BOT	2,250.00
4	INK BLACK, 100ML EPSON 003	4	BOT	1,800.00
<b>TOTAL AMOUNT</b>				<b>8,550.00</b>

**PR No. 4 (S3-CTW23-004)**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	INK CONTINUOUS, EPSON L360, BLACK	10	BOT	6,000.00
2	INK CONTINUOUS, EPSON L360, COLORED, 4 BOT CYAN, 4 BOT MAGENDA & 4 BOT YELLOW)	12	BOT	7,200.00
3	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, YELLOW	4	BOT	2,400.00
4	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, CYAN	4	BOT	2,400.00
5	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, BLACK	10	BOT	6,000.00
6	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, MAGENTA	4	BOT	2,400.00
<b>TOTAL AMOUNT</b>				<b>26,400.00</b>

**PR No. 5 (S3-MOD23-008)**

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	INK BLACK L3110 003/ BROTHER, BT600 BK	30	BOT	15,000.00
2	INK MAGENTA L3110 003/ BROTHER, BT500	10	BOT	5,000.00
3	INK CYAN L3110 003/ BROTHER, BT500	10	BOT	5,000.00
4	INK YELLOW L3110 003/ BROTHER, BT500	10	BOT	5,000.00
<b>TOTAL AMOUNT</b>				<b>30,000.00</b>

Notes:

- **Warranty** shall be at least **THREE (3) MONTHS**
- **Mode of Award** is **LOT AWARD**

**TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 119,550.00**

**2. Delivery Period**

Delivery Period shall not be later than **30 DAYS** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **SPUG-MOD WAREHOUSE, ZAMBOANGA CITY.**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

**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 Lowest Calculated Bid (LCB).

**9. Detailed Evaluation and Comparison of Bids**

The 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**

Submitted documents of the LCB shall be subjected to post qualification evaluation.

- Latest Income Tax Return / Business Tax Return shall be submitted during post-qualification.

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**

- c. 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.
- d. 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**

- e. 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) calendar days after submission of complete supporting documents.

## **15. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i.e. Manufacturer's Warranty).

## **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 but not to exceed ten percent (10%) of the total contract price. 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 receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

## **18. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

## **19. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

## **20. 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.

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

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **S3-SPUGWM23-014**. I agree with the conditions of the TOR and offer the following supplies with specific description:

**PR No. 1 (S3-WMO23-003)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK HP 315, MAGENDA, 70ML, HP G52 REFILL	8 PC		
2	INK HP 315, YELLOW, 70ML, HP G52 REFILL	8 PC		
3	INK HP 315, CYAN, 70ML, HP G52 REFILL	8 PC		
4	INK HP 315, BLACK, 70ML, HP G52 REFILL	30 PC		
5	CARTRIDGE, RIBBON, LQ310	18 PC		
TOTAL BID PRICE				

**PR No. 2 (S3-B0823-001)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	EXTERNAL DRIVE PORTABLE, 2TB, HEAVY DUTY	3 PC		
2	INK YELLOW, 100ML EPSON 003	3 BOT		
3	INK CYAN, 100ML EPSON 003	3 BOT		
4	INK MAGENDA, 100ML EPSON 003	3 BOT		
5	INK BLACK, 100ML EPSON 003	5 BOT		
TOTAL BID PRICE				

**PR No. 3 (S3-SIT23-006)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK MAGENDA, 100ML EPSON 003	5 BOT		
2	INK YELLOW, 100ML EPSON 003	5 BOT		
3	INK CYAN, 100ML EPSON 003	5 BOT		
4	INK BLACK, 100ML EPSON 003	4 BOT		
TOTAL BID PRICE				

**PR No. 4 (S3-CTW23-004)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK CONTINUOUS, EPSON L360, BLACK	10 BOT		
2	INK CONTINUOUS, EPSON L360, COLORED, 4 BOT CYAN, 4 BOT MAGENDA & 4 BOT YELLOW)	12 BOT		
3	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, YELLOW	4 BOT		
4	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, CYAN	4 BOT		
5	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, BLACK	10 BOT		
6	INK EPSON 003 ORIGINAL INK BOTTLE C13T00V FOR EPSON, L3210, MAGENTA	4 BOT		
TOTAL BID PRICE				

**PR No. 5 (S3-MOD23-008)**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK BLACK L3110 003/ BROTHER, BT600 BK	30 BOT		

2	INK MAGENTA L3110 003/ BROTHER, BT500	10 BOT		
3	INK CYAN L3110 003/ BROTHER, BT500	10 BOT		
4	INK YELLOW L3110 003/ BROTHER, BT500	10 BOT		
TOTAL BID PRICE				

Notes:

- **Warranty** shall be at least **THREE (3) MONTHS**
- **Mode of Award** is **LOT AWARD**

**GRAND TOTAL:** \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Authorized Representative  
 Date \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Details \_\_\_\_\_

e-mail address \_\_\_\_\_

*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.*