



Republic of the Philippines
NATIONAL POWER CORPORATION

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

PURCHASE REQUISITION NO. S3-WMO23-001

1. Scope of Works: For the Supply and Delivery of Various Office Supplies for WMOD Office.

Item No.	DESCRIPTION	QTY.	UNIT	ABC (Php)
1	BALLPEN BALL POINT, 0.5 BLACK & BLUE COLOR	2,000	PC	20,000.00
2	BOOK RECORD, 500 PAGES, BLUE AND RED COLOR	800	PC	120,000.00
3	ENVELOPE EXPANDED DOCUMENTARY WITH TIE, 10 X 15 SIZE	1,250	PC	43,750.00
4	FASTENER ROUND HEAD, PAPER PLASTIC COATED	200	BOX	16,200.00
5	FOLDER TAG BOARD, LEGAL SIZE	1,000	PC	5,000.00
6	MARKER PERMANENT, COLOR BLACK, BLUE & RED	200	PC	24,000.00
7	PAPER BOND, A4 SIZE, 80GSM, SUB 24, 500 PAGES / REAM	1,457	REAM	380,846.00
8	PEN SIGN 0.7MM, GEL TYPE, BLACK & BLUE COLOR, GOOD QUALITY	2,000	PC	160,000.00
9	STAPLER HEAVY DUTY FOR # 35	30	PC	13,500.00
10	PUNCHER HEAVY DUTY	30	UNIT	13,500.00
11	CLIP BINDER, BACKFOLD, 25MM SIZE	100	BOX	2,700.00
12	CLIP BINDER, BACKFOLD, 32MM SIZE, 12 PCS/BOX	100	BOX	5,400.00
13	CLIP BINDER, BACKFOLD, 50MM SIZE, 12PCS/BOX	100	BOX	7,500.00
14	PHILIPPINES FLAG, NYLON, 3 X 5 FT.	25	PC	6,250.00
15	CORRECTION TAPE DISPOSABLE, USABLE LENGTH OF 6 METERS (MIN.), 5MM WIDTH	400	PC	12,000.00
16	DOCUMENT FILE BOX WITH COVER, A4 SIZE	250	PC	112,500.00
17	GLUE 130G/1307 (ELMER'S OR EQUIVALENT)	40	PC	4,120.00
18	TAPE PACKAGING, 48MM, 50 METERS	400	ROLL	12,000.00
	TOTAL AMOUNT			959,266.00

Notes:

- **Warranty** shall be at least **THREE (3) MONTHS**
- **Mode of Award** is **PER LINE ITEM**

TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 959,266.00

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-WMO23-001**. I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	BALLPEN BALL POINT, 0.5 BLACK & BLUE COLOR	2,000 PC		
2	BOOK RECORD, 500 PAGES, BLUE AND RED COLOR	800 PC		
3	ENVELOPE EXPANDED DOCUMENTARY WITH TIE, 10 X 15 SIZE	1,250 PC		
4	FASTENER ROUND HEAD, PAPER PLASTIC COATED	200 BOX		
5	FOLDER TAG BOARD, LEGAL SIZE	1,000 PC		
6	MARKER PERMANENT, COLOR BLACK, BLUE & RED	200 PC		
7	PAPER BOND, A4 SIZE, 80GSM, SUB 24, 500 PAGES / REAM	1,457 REAM		
8	PEN SIGN 0.7MM, GEL TYPE, BLACK & BLUE COLOR, GOOD QUALITY	2,000 PC		
9	STAPLER HEAVY DUTY FOR # 35	30 PC		
10	PUNCHER HEAVY DUTY	30 UNIT		
11	CLIP BINDER, BACKFOLD, 25MM SIZE	100 BOX		
12	CLIP BINDER, BACKFOLD, 32MM SIZE, 12 PCS/BOX	100 BOX		
13	CLIP BINDER, BACKFOLD, 50MM SIZE, 12PCS/BOX	100 BOX		
14	PHILIPPINES FLAG, NYLON, 3 X 5 FT.	25 PC		
15	CORRECTION TAPE DISPOSABLE, USABLE LENGTH OF 6 METERS (MIN.), 5MM WIDTH	400 PC		
16	DOCUMENT FILE BOX WITH COVER, A4 SIZE	250 PC		

17	GLUE 130G/1307 (ELMER'S OR EQUIVALENT)	40 PC		
18	TAPE PACKAGING, 48MM, 50 METERS	400 ROLL		
TOTAL BID PRICE				

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.