



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-EMO23-007](#))

“REQUEST FOR RENTAL SERVICES: TO PROVIDE XEROX COPIER, SCANNER AND PRINTER TO BE UTILIZED BY MOD, EMOD AND AFD OFFICES, DINAGAT & KALAMANSIG DPP’s FOR THE PERIOD NOVEMBER 6, 2023 – NOVEMBER 6, 2024”

ITEM NO.	DESCRIPTION OF ITEM/S	QUANTITY	UNIT	TOTAL ABC (Php)
1	RENTAL OF PHOTOCOPIER (WITH SCANNER AND PRINTER) MACHINE	1	LOT	300,000.00
	WITH THE FOLLOWING PROVISION:			
	A) CONTRACT PERIOD IS FROM NOVEMBER 6, 2023 TO NOVEMBER 6, 2024. ONE (1) YEAR CONTRACT			
	B) UNIT MUST HAVE PHOTOCOPIER, SCANNER AND PRINTER OPTION, NETWORK PRINTING AND SCANNING, AUTOMATIC BACK TO BACK PRINTING. PAPER SIZES: A4, LETTER, FLS AND A3. MUST BE A TOUCH SCREEN PANEL			
	C) UNIT MUST BE IN GOOD STATE AND CONDITION IN THE EVENT OF FAILURE, UNIT MUST BE REPLACED IMMEDIATELY.			
	D) MAINTENANCE AND REPAIR SHALL BE DONE REGULARLY TO KEEP THE EQUIPMENT IN GOOD WORKING CONDITION			
	E) MUST PROVIDE ATLEAST ONE STAND-BY (SAME WITH EXISTING) UNIT IN ORDER NOT TO HAMPER OFFICE PRINTING, COPYING AND SCANNING JOBS.			
	F) PAYMENT SHALL BE DONE ON MONTHLY BASIS AND MUST BE SUPPORTED WITH METER READING OF EACH UNIT.			
	G) Total of Eight (8) units Distribution: 6 units – MOD, EMOD, AFD & COA Offices 1 unit – Dinagat DPP 1 unit – Kalamansig DPP			
	TOTAL BID PRICE			300,000.00
	Notes:			
	•Warranty shall be given within the subscription period.			

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 **30 days** upon receipt of the Purchase Order/Contract or Notice to Deliver.

3. Delivery Point

4. [SPUG MOD Offices, Mintal, Davao City Kalamansig & Dinagat DPP's](#)

5. 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](#)

6. Late Bids

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

7. 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.

8. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

9. 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).

10. 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.

11. 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).

12. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses/charges.

13. 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.

14. 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.

15. Terms of Payment

Terms of Payment shall be **Thirty (30) days** after submission of complete supporting documents.

16. Warranty

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of **One (1) Year** from the date of final acceptance by the end-user.

17. 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).

18. Liability of the Supplier

If after signing and accepting the Purchase Order/Contract, the supplier fails to deliver the goods

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Small Value Procurement- 53.9 (PR No. [S3-EMO23-007](#))

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and/or services, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

19. 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-EMO23-007](#). 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)
1	RENTAL OF PHOTOCOPIER (WITH SCANNER AND PRINTER) MACHINE		1	LOT		
	WITH THE FOLLOWING PROVISION:					
	A) CONTRACT PERIOD IS FROM NOVEMBER 6, 2023 TO NOVEMBER 6, 2024. ONE (1) YEAR CONTRACT					
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	C) UNIT MUST BE IN GOOD STATE AND CONDITION IN THE EVENT OF FAILURE, UNIT MUST BE REPLACED IMMEDIATELY.					
	D) MAINTENANCE AND REPAIR SHALL BE DONE REGULARLY TO KEEP THE EQUIPMENT IN GOOD WORKING CONDITION					
	E) MUST PROVIDE ATLEAST ONE STAND-BY (SAME WITH EXISTING) UNIT IN ORDER NOT TO HAMPER OFFICE PRINTING, COPYING AND SCANNING JOB's.					
	F) PAYMENT SHALL BE DONE ON MONTHLY BASIS AND MUST BE SUPPORTED WITH METER READING OF EACH UNIT.					
	G) Total of Eight (8) units Distribution: 6 units – MOD, EMOD, AFD & COA Offices 1 unit – Dinagat DPP 1 unit – Kalamansig DPP					
TOTAL BID PRICE						

Delivery Period : 30 days
Delivery Point : SPUG MOD Offices, Mintal, Davao City Kalamansig & Dinagat DPP's
Terms of Payment : 30 days
Price Validity : 120 calendar days
Warranty Period : One (1) Year

 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.



**REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT-Sec. 53.9)**

Date _____

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. [S3-EMO23-007](#) Ref. No. _____ and submit the same in a sealed envelope to be dropped in the designated drop box at the Procurement Office, NPC-SPUG Davao, Decentralized Bids and Awards Committee (DBAC), Kumintang St., Mintal, Tugbok Dist. **on or before [10:00AM](#) of [26 October 2023](#)**.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

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:

- a. Valid Mayor's Permit
- b. PhilGEPS Registration Number;

2. Latest Income Tax Return/Business Tax return; (**ABC above Php 500,000.00 only**)
3. Omnibus Sworn Statement (**ABC above Php 50,000.00 only**)
 - a. Standard Form No: NPCSF-GOODS-07a (Sole Proprietorship)
 - b. Standard Form No: NPCSF-GOODS-07b (PARTNERSHIP/CORP/COOP/JV)
4. Professional License/Curriculum Vitae (**for Consulting Services**)
5. PCAB License (**Size Range: Small A, License Category: Trade/E**)
6. Other documents: Please refer to the attached TOR

*The Warranty Period shall be for **within the Contract Period One (1) year.***

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder (s).

For further inquiries, please contact DBAC Secretariat, MR. DARYL B. DAODAOANG at telephone no/s. (082) 293-0657 / 293-0610.

Very truly yours,

JOB C. CANSANCIO
Plant Superintendent, Dinagat DPP
Chairman, DBAC-Eastern Mindanao Area