



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-MAN24-001)

**“SUPPLY AND DELIVERY LABOR AND MATERIALS FOR THE REPAIR AND REPAINTING
 OF POWERHOUSE OF MANUK MANGKAW DPP”**

Item No.	DESCRIPTION	QTY.	U/M	ABC (PhP)
1	LABOR FOR CARPENTER	1	LOT	72,000.00
2	LABOR FOR LABORER	1	LOT	34,200.00
3	LABOR FOR PAINTER	1	LOT	54,000.00
4	ANGLE BARS, 2" X 2" X 4MM	45	PC	61,726.50
	ANGLE BARS, 2" X 2" X 5MM	30	PC	41,481.00
	ANGLE BARS, 2" X 2" X 6MM	25	PC	46,792.50
5	BOARD, MARINE ½"	20	PC	24,000.00
6	BOARD, MARINE ¾"	2	PC	3,890.00
7	PAINT BRUSH 4"	10	PC	1,500.00
8	PAINT BRUSH 3"	20	PC	4,000.00
9	CEMENT	40	BAG	18,000.00
10	GRAVEL	20	CUM	36,000.00
11	GUTTER, STEEL	10	PC	56,000.00
12	LUMBER, 2"X2"X12'	50	PC	11,500.00
	LUMBER, 2"X3"X12'	50	PC	12,500.00
	LUMBER, 2"X4"X12'	50	PC	13,500.00
13	NAIL, COMMON 4"	2	KG	360.00
14	NAIL, COMMON 1"	2	KG	300.00

15	NAIL, COMMON 5"	3	KG	750.00
16	PAINT, BLUE COLOR	24	GAL	36,000.00
17	PAINT, GREEN COLOR	5	GAL	7,500.00
18	BLIND RIVET, 1/8 X 3/8	2	BOX	1,000.00
19	SAND, ORDINARY	500	BAG	40,000.00
20	SHEET, ROOFING RIB TYPE, BLUE	30	PC	75,000.00
21	STEEL BARS, 8MM	70	PC	12,058.20
	STEEL BARS, 10MM	50	PC	9,908.00
	STEEL BARS, 12MM	35	PC	8,033.80
22	WELDING ROD	2	BOX	9,000.00
23	PAINT, MINT WHITE	20	GAL	30,000.00
	<p>SCOPE OF WORKS:</p> <ol style="list-style-type: none"> 1. REPAINTING OF POWERHOUSE ROOFING, SIDE WALLS, WATER TANK AND INTERIOR PREMISES 2. CONCRETING PORTION OF GROUND ALLEYS 3. REPAIRING THE MAIN DOORS OF THE POWERHOUSE AND FABRICATING WOODEN CABINET 4. EXTENDING OF THE COVERING ROOF FOR THE UNIT 4 AND UNIT 3 AREA 11M X 14M HEIGHT 4 M ESTIMATED 5. REPAIRING THE DILAPIDATED PORTION OF WALLS AND REPLACING ANY OF THE DAMAGE PARTS 6. REPLACING DILAPIDATED WATER WAYS OF THE RAINWATER COLLECTOR 			
TOTAL AMOUNT				721,000.00
<p>Notes:</p> <ul style="list-style-type: none"> • Warranty shall be at least <u>THREE (3) MONTHS</u> • Mode of Award <u>LOT AWARD</u> 				

APPROVED BUDGET FOR THE CONTRACT: PHP 721,000.00

2. **Delivery Period**

Delivery Period shall not be later than **60 DAYS** upon receipt of the Purchase Order / Notice to Proceed.

3. **Delivery Point**

Items shall be delivered at **PLANT SITE.**

4. **Bid Submission**

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

Each Bidder must submit two (2) copies of the first and second components of its Bid, marked Original and Photocopy. Only the original copy will be read and considered for the bid.

Any misplace documents outside of the Original copy will not be considered. The photocopy is **ONLY FOR REFERENCE.**

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. The Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner's Name b. Address	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity
			Description	%		

- Notes: 1. The Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least 50% of the ABC complete with the following supporting documents:
 For this purpose, contracts similar to the Project shall be:
 a. Supply and Delivery of Diesel Generating Sets or Mechanical Components/Equipment for Diesel Generating Sets.
 b. Completed within ten (10) years prior to the deadline for the submission and receipt of bids.
 c. The Single Largest Completed Contract (SLCC) as declared by the bidder shall be verified and validated to ascertain such completed contract. Hence, bidders must ensure access to sites of such projects/equipment to NPC representatives for verification and validation purposes during post-qualification process.
 It shall be a ground for disqualification, if verification and validation cannot be conducted for reasons attributable to the Bidder.
2. Supporting documents such as Contract/Purchase Order and any of the following: Certificate of Acceptance; or Certificate of Completion; or Official Receipt (O.R); or Sales Invoice for the contract stated above shall be submitted during Bid Opening.

Submitted by : _____
 (Printed Name & Signature)

Designation : _____

Date : _____

10. 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.

11. 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).

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

- a. 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) calendar 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 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).

19. Disclosure of Relations

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

20. Administrative Sanctions

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

21. 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
 (NP-SMALL VALUE PROCUREMENT 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **S3-MAN24-001**. I agree with the conditions of the TOR and offer the following supplies with specific description:

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1	LABOR FOR CARPENTER	1	LOT		
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3	LABOR FOR PAINTER	1	LOT		
4	ANGLE BARS, 2" X 2" X 4MM	45	PC		
	ANGLE BARS, 2" X 2" X 5MM	30	PC		
	ANGLE BARS, 2" X 2" X 6MM	25	PC		
5	BOARD, MARINE 1/2"	20	PC		
6	BOARD, MARINE 3/4"	2	PC		
7	PAINT BRUSH 4"	10	PC		
8	PAINT BRUSH 3"	20	PC		
9	CEMENT	40	BAG		
10	GRAVEL	20	CUM		
11	GUTTER, STEEL	10	PC		
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	LUMBER, 2"X3"X12'	50	PC		
	LUMBER, 2"X4"X12'	50	PC		
13	NAIL, COMMON 4"	2	KG		
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16	PAINT, BLUE COLOR	24	GAL		
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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.