



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-SCL24-004)**

**“SUPPLY AND DELIVERY OF JOB ORDER MATERIALS FOR PMS OF UNIT NO. 1 OF SACOL  
DPP”**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>U/M</b>	<b>ABC (PHP)</b>
1	ADHESIVE BOND, CLEAR,15GM/TUBE	5	TUBE	1,701.00
2	ANTI-SEIZED COMPOUND,1LB/CAN, BRUSH TYPE	1	CAN	1,157.15
3	CABLE TIE,12IN,100PCS/PACK	2	PACK	793.80
4	CARBORANDUM STONE#108, HALF FINE/HALF COURSE	1	PC	318.22
5	CHEMICAL GLOVES, NITRILE, LARGE	4	PAIR	648.00
6	CHISEL,2INCHES	1	PC	564.00
7	CONTACT CLEANER, HIGH DI-ELECTIRC STRENGHT,16OZ/CAN.	2	CAN	5,019.12
8	COOLANT RADIATOR	4	GAL	5,828.16
9	CRACK DETECTOR TESTER,3PARTS, AEROSOL 16OZ	1	SET	1,684.80
10	CROCUS CLOTH NO. 1000, 10INCHES WIDTH	2	MTRS	1,272.86
11	CUP BRUSH	2	PCS	486.00
12	ELECTRICAL TAPE, BIG HEAVY DUTY	2	PCS	214.60
13	GASKET MAKER, HIGH TEM.,80G/TUBE	2	TUBE	1,822.50
14	GENERATOR CLEANER,20LIT./PAIL	1	PAIL	3,470.00
15	GREASE, HIGH TEMP,1LTR. /CAN	1	CAN	1,050.00
16	GRINDING COMPOUND, COURSE & FINE,1OZ./PAIR	2	PAIR	500.00
17	GRINDING STICK, BIG	4	PCS	457.08
18	BLADE, HACKSAW, BI-METAL	2	PCS	257.46
19	HAND CLEANER, WATER-BASED,20LTR./CAN	1	PAIL	5,883.00

20	INDUSTRIAL SOAP,25KG. /SACK	1	SACK	4,683.00
21	INSULATING VARNISH, RED,16OZ/CAN	3	CAN	5,055.00
22	LOCKTITE (50ML)	2	PCS	939.60
23	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	2	PCS	951.76
24	PAINT BRUSH NO.2	5	PCS	324.00
25	PAINT BRUSH NO.3	5	PCS	348.30
26	PENETRATING OIL, SPRAY TYPE, 16OZ	3	CAN	2,599.23
27	RUBBER TAPE, SELF-FUSING,3/4"X6M, BIG	2	ROLL	520.00
28	ADHESIVE ALL PURPOSE, 220 ML	1	BOTTLE	312.69
29	RUST CONVERTER	1	LITER	1,114.00
30	SAND PAPER NO.1000 METAL	12	SHEET	444.00
31	SAND PAPER NO.120 METAL	15	SHEET	555.00
32	SAND PAPER NO.240 METAL	15	SHEET	555.00
33	SCRAPER	2	PCS	906.00
34	SCRUBBING PAD, W/FOAM,2X4	15	PCS	1,605.45
35	SEALANT, 85GM	2	TUBE	864.96
36	STEEL BRUSH, 8IN.	4	PCS	440.00
37	STEEL EPOXY, BIG TUBE,85MG	2	TUBE	1,009.62
38	TISSUE PAPER 3PLY	4	ROLL	144.64
39	WASTE RAGS, NO CLOTH INSERTION, 25PCS/KG	20	KG	3,000.00
40	WORKING GLOVES, DISPOSABLE, COTTON TYPE	20	PAIR	500.00
TOTAL AMOUNT				<b>60,000.00</b>

**APPROVED BUDGET FOR THE CONTRACT: PHP 60,000.00**

**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 PLANTSITE, SACOL DPP, 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.

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. 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**

- 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**

- 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.

#### **14. Terms of Payment**

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

#### **15. 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.

#### **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 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  
 (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-SCL24-004**. I agree with the conditions of the TOR and offer the following supplies with specific description:

<b>ITEM NO.</b>	<b>DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)</b>	<b>QTY</b>	<b>U/M</b>	<b>UNIT PRICE (PhP)</b>	<b>TOTAL PRICE (PhP)</b>
1	ADHESIVE BOND, CLEAR,15GM/TUBE	5	TUBE		
2	ANTI-SEIZED COMPOUND,1LB/CAN, BRUSH TYPE	1	CAN		
3	CABLE TIE,12IN,100PCS/PACK	2	PACK		
4	CARBORANDUM STONE#108, HALF FINE/HALF COURSE	1	PC		
5	CHEMICAL GLOVES, NITRILE, LARGE	4	PAIR		
6	CHISEL,2INCHES	1	PC		
7	CONTACT CLEANER, HIGH DI-ELECTIRC STRENGHT,16OZ/CAN.	2	CAN		
8	COOLANT RADIATOR	4	GAL		
9	CRACK DETECTOR TESTER,3PARTS, AEROSOL 16OZ	1	SET		
10	CROCUS CLOTH NO. 1000, 10INCHES WIDTH	2	MTRS		
11	CUP BRUSH	2	PCS		
12	ELECTRICAL TAPE, BIG HEAVY DUTY	2	PCS		
13	GASKET MAKER, HIGH TEM.,80G/TUBE	2	TUBE		
14	GENERATOR CLEANER,20LIT./PAIL	1	PAIL		
15	GREASE, HIGH TEMP,1LTR. /CAN	1	CAN		
16	GRINDING COMPOUND, COURSE & FINE,1OZ./PAIR	2	PAIR		
17	GRINDING STICK, BIG	4	PCS		
18	BLADE, HACKSAW, BI-METAL	2	PCS		
19	HAND CLEANER, WATER-BASED,20LTR./CAN	1	PAIL		
20	INDUSTRIAL SOAP,25KG. /SACK	1	SACK		
21	INSULATING VARNISH, RED,16OZ/CAN	3	CAN		
22	LOKTTITE (50ML)	2	PCS		

23	METAL MARKING PEN, BALL POINT, LUMINOUS COLOR	2	PCS		
24	PAINT BRUSH NO.2	5	PCS		
25	PAINT BRUSH NO.3	5	PCS		
26	PENETRATING OIL, SPRAY TYPE, 16OZ	3	CAN		
27	RUBBER TAPE, SELF-FUSING, 3/4"X6M, BIG	2	ROLL		
28	ADHESIVE ALL PURPOSE, 220 ML	1	BOTTLE		
29	RUST CONVERTER	1	LITER		
30	SAND PAPER NO.1000 METAL	12	SHEET		
31	SAND PAPER NO.120 METAL	15	SHEET		
32	SAND PAPER NO.240 METAL	15	SHEET		
33	SCRAPER	2	PCS		
34	SCRUBBING PAD, W/FOAM, 2X4	15	PCS		
35	SEALANT, 85GM	2	TUBE		
36	STEEL BRUSH, 8IN.	4	PCS		
37	STEEL EPOXY, BIG TUBE, 85MG	2	TUBE		
38	TISSUE PAPER 3PLY	4	ROLL		
39	WASTE RAGS, NO CLOTH INSERTION, 25PCS/KG	20	KG		
40	WORKING GLOVES, DISPOSABLE, COTTON TYPE	20	PAIR		
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.*