



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-SIA24-002)

“SUPPLY AND DELIVERY OF JOB ORDER MATERIALS FOR THE PMS OF UNIT 1, 2, 3, 5, 6,  
AND 7”

**UNIT 01, 02, and 03**

Item No.	DESCRIPTION	QTY.	U/M	ABC (, PhP)
1	Anti - Seize Compound, 1lb/Can Brush Type	1	Can	1,157.15
2	Cable Tie, 12 inches. 100 pieces/Pack	1	Packs	396.90
3	Contact Cleaner, Hi - Dielectric Strength, 16 Oz/Can, ISO Product Certified	2	Can	5,019.12
4	Cup Brush, 3” Dia	1	Pcs	243.00
5	Electrical Tape, Big Heavy Duty	4	Pcs	428.12
6	Gasket Maker, High Temp. rtv. 80 gm/ Tube	2	Tube	1,822.50
7	Generator Cleaner. 20ltr/ Pail. ISO Product Certified	1	Pail	3,470.00
8	Grinding Compound, Fine & Coarse 1oz(28.4g) (1 Pair)	4	Pair	7,804.92
9	Hand Cleaner, Water - Based, 20 Ltr/pail	1	Gal	1,500.00
10	Industrial Soap, 5kg/pack	3	pack	3,000.00
11	Insulating Varnish Aerosol, 16 oz./ Can	5	Can	8,425.00
12	Thread Locker, (50 ML)	2	Pcs	939.60
13	Metal Marking Pen. Ball Point, Luminous Color	1	Pcs	475.88
14	Paint Brush No. 1"	3	Pcs	165.24
15	Paint Brush No. 3"	3	Pcs	208.98
16	Penetrating Oil, 16 oz./Can	2	Can	1,732.82
17	Rubber Tape, Self-Fusing, 3/4" X 6 Meters Big	2	Roll	520.00
18	Adhesive All Purpose, 320 ml	1	Bot	307.80
19	Sand Paper No. 1,000, Metal	10	Sheet	370.00

20	Sand Paper No.120, Metal	15	Sheet	555.00
21	Sand Paper No.240, Metal	15	Sheet	555.00
22	Scraper	2	Pcs	907.20
23	Steel Putty, 1 lb	1	Set	2,650.00
24	Tissue Paper, 3 Ply	5	Roll	180.80
25	Waste Rag Circular, 6" Dia.25 Pcs/kl. no Insert	15	Kg	2,250.00
26	Working Gloves Disposable, Cotton Type	15	Pair	375.00
<b>SUB TOTAL</b>				<b>45,460.03</b>

**UNIT 05 and 07**

Item No.	DESCRIPTION	QTY.	U/M	ABC (, PhP)
1	Anti - Seize Compound, 1lb/Can Brush Type	1	Can	1,157.15
2	Cable Tie, 12 inches. 100 pieces/Pack	2	Pack	793.80
3	Carborandum Stone #108, Half Fine/HalfCoarse	1	Pcs	318.22
4	Contact Cleaner, Hi - Dielectric Strength, 16 Oz./Can	3	Can	7,528.68
5	Crack Detector, 3-parts, 16 oz./part	1	Set	1,684.80
6	Crocus Cloth, Grit 1000, 10" Wide	3	Mtrs	1,909.29
7	Cup Brush, 3" Dia	2	Pcs	486.00
8	Electrical Tape, Big Heavy Duty	4	Pcs	428.12
9	Gasket Maker, High Temp.rtv. 80 gm/ Tube	4	Tube	3,645.00
10	Generator Cleaner. 20ltr/ Pail. ISO Product Certified	1	Pail	3,470.00
11	Grinding Compound, Fine & Coarse, 1oz(28.4g)(1pair)	4	Pair	7,804.92
12	Hand Cleaner, Water - Based, 20 Ltr/pail	1	Gal	1,500.00
13	Industrial Soap, 25kg/sack	1	Sack	4,643.00
14	Insulating Varnish Aerosol, 16 oz./ Can	5	Can	8,425.00
15	Thread Locker 50mL	2	Pcs	939.60
16	Metal Marking Pen. Ball Point, Luminous Color	2	Pcs	951.76
17	Paint Brush No. 1"	5	Pcs	275.40
18	Paint Brush No. 3"	5	Pcs	348.30
19	Penetrating Oil, 16 oz./Can	4	Can	3,465.64

20	Rubber Tape, Self Fusing, 3/4" X 6 Meters Big	4	Roll	1,040.00
21	Adhesive All Purpose	1	Bot	307.80
22	Rust Converter	2	Liter	2,288.00
23	Sand Paper No. 1,000, Metal	15	Sheet	555.00
24	Sand Paper No. 120, Metal	20	Sheet	740.00
25	Sand Paper No. 240, Metal	20	Sheet	740.00
26	Scraper	2	Pcs	907.20
27	Steel Putty, 1 lb.	1	Set	2,650.00
28	Tissue Paper, 3-Ply	16	Roll	578.56
29	Waste Rag Circular, 6" Dia. 25 Pcs/kl. no Insert	30	Kg	4,500.00
30	Working Gloves Disposable, Cotton Type	25	Pair	625.00
<b>SUB TOTAL</b>				<b>64,706.24</b>

**APPROVED BUDGET FOR THE CONTRACT: PHP 265,792.57**

**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 **Siasi DPP, West Kuntad. Siasi, Sulu**

**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 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  
 (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-SIA24-002.** I agree with the conditions of the TOR and offer the following supplies with specific description:

**UNIT 01, 02, and 03**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	Anti - Seize Compound, 1lb/Can Brush Type	1	Can		
2	Cable Tie, 12 inches. 100 pieces/Pack	1	Packs		
3	Contact Cleaner, Hi - Dielectric Strength, 16 Oz/Can, ISO Product Certified	2	Can		
4	Cup Brush, 3" Dia	1	Pcs		
5	Electrical Tape, Big Heavy Duty	4	Pcs		
6	Gasket Maker, High Temp. rtv. 80 gm/ Tube	2	Tube		
7	Generator Cleaner. 20ltr/ Pail. ISO Product Certified	1	Pail		
8	Grinding Compound, Fine & Coarse 1oz(28.4g) (1 Pair)	4	Pair		
9	Hand Cleaner, Water - Based, 20 Ltr/pail	1	Gal		
10	Industrial Soap, 5kg/pack	3	pack		
11	Insulating Varnish Aerosol, 16 oz./ Can	5	Can		
12	Thread Locker, (50 ML)	2	Pcs		
13	Metal Marking Pen. Ball Point, Luminous Color	1	Pcs		
14	Paint Brush No. 1"	3	Pcs		
15	Paint Brush No. 3"	3	Pcs		
16	Penetrating Oil, 16 oz./Can	2	Can		
17	Rubber Tape, Self-Fusing, 3/4" X 6 Meters Big	2	Roll		
18	Adhesive All Purpose, 320 ml	1	Bot		
19	Sand Paper No. 1,000, Metal	10	Sheet		

20	Sand Paper No.120, Metal	15	Sheet		
21	Sand Paper No.240, Metal	15	Sheet		
22	Scraper	2	Pcs		
23	Steel Putty, 1 lb	1	Set		
24	Tissue Paper, 3 Ply	5	Roll		
25	Waste Rag Circular, 6" Dia.25 Pcs/kl. no Insert	15	Kg		
26	Working Gloves Disposable, Cotton Type	15	Pair		
TOTAL BID PRICE					

**UNIT 05 and 07**

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	U/M	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	Anti - Seize Compound, 1lb/Can Brush Type	1	Can		
2	Cable Tie, 12 inches. 100 pieces/Pack	2	Pack		
3	Carborandum Stone #108, Half Fine/HalfCoarse	1	Pcs		
4	Contact Cleaner, Hi - Dielectric Strength, 16 Oz./Can	3	Can		
5	Crack Detector, 3-parts, 16 oz./part	1	Set		
6	Crocus Cloth, Grit 1000, 10" Wide	3	Mtrs		
7	Cup Brush, 3" Dia	2	Pcs		
8	Electrical Tape, Big Heavy Duty	4	Pcs		
9	Gasket Maker, High Temp.rtv. 80 gm/ Tube	4	Tube		
10	Generator Cleaner. 20ltr/ Pail. ISO Product Certified	1	Pail		
11	Grinding Compound, Fine & Coarse, 1oz(28.4g)(1pair)	4	Pair		
12	Hand Cleaner, Water - Based, 20 Ltr/pail	1	Gal		
13	Industrial Soap, 25kg/sack	1	Sack		
14	Insulating Varnish Aerosol, 16 oz./ Can	5	Can		
15	Thread Locker 50mL	2	Pcs		
16	Metal Marking Pen. Ball Point, Luminous Color	2	Pcs		

17	Paint Brush No. 1"	5	Pcs		
18	Paint Brush No. 3"	5	Pcs		
19	Penetrating Oil, 16 oz./Can	4	Can		
20	Rubber Tape, Self Fusing, 3/4" X 6 Meters Big	4	Roll		
21	Adhesive All Purpose	1	Bot		
22	Rust Converter	2	Liter		
23	Sand Paper No. 1,000, Metal	15	Sheet		
24	Sand Paper No. 120, Metal	20	Sheet		
25	Sand Paper No. 240, Metal	20	Sheet		
26	Scraper	2	Pcs		
27	Steel Putty, 1 lb.	1	Set		
28	Tissue Paper, 3-Ply	16	Roll		
29	Waste Rag Circular, 6" Dia. 25 Pcs/kl. no Insert	30	Kg		
30	Working Gloves Disposable, Cotton Type	25	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.*