



Republic of the Philippines
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SMALL VALUE PROCUREMENT – 53.9)**

REF NO.: S3-SPUGWM23-016

(PR NO. S3-TLP23-004, S3-PIP23-003 S3-BAD23-008, S3-LNW23-007, S3-TPT23-009 & S3-TPT23-010)

1. Scope of Works: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES, COMPUTER MATERIALS AND PRINTER FOR TUMALUTAB DPP AND PILAS DPP

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
	SUPPLY AND DELIVERY OF VARIOUS OF OFFICE SUPPLIES AND INKS FOR TUMALUTAB DPP AND PILAS DPP	1	LOT	78,679.00

PR NO. 1 (S3-TLP23-004)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
1	BALLPEN BALL POINT, 0.5 BLACK & BLUE COLOR	48	PC	1,920.00
2	BINDER CLIP, BACKFOLD, 25MM SIZE	10	PC	3,500.00
3	BOOK RECORD, 500 PAGES	20	PC	3,000.00
4	ENVELOPE EXPANDED DOCUMENTARY WITH TIE, 10 X 15 SIZE	20	PC	500.00
5	FOLDER TAG BOARD, LEGAL SIZE	15	PC	300.00
7	PAPER BOND, LEGAL SIZE, 80GSM, SUB 24, 500 PAGES / REAM	10	REAM	2,250.00
8	PEN SIGN 0.7MM, GEL TYPE, 8 PCS BLACK & 7 BLUE COLOR, GOOD QUALITY	15	PC	3,000.00
TOTAL AMOUNT				14,470.00

PR NO. 2 (S3-PIP23-003)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
1	INK CYAN L3110, 003 REFILL	3	PC	1,083.00

2	INK YELLOW L3110, 003 REFILL	3	PC	1,083.00
3	INK MAGENDA L3110, 003 REFILL	3	PC	1,083.00
4	INK BLACK L3110, 003 REFILL	5	PC	2,060.00
TOTAL AMOUNT				5,309.00

PR NO. 3 (S3-BAD23-008)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (,PhP)
1	PRINTER 3 IN 1 (PRINT, SCAN, COPY) CONTINUOUS INK SUPPLY SYSTEM, SPILL FREE, ERROR REFILLING. CAN PRINT A4 AND LEGAL SIZE 8.5 X 14 INCHES	1	UNIT	16,000.00
TOTAL AMOUNT				16,000.00

PR NO. 4 (S3-LNW23-007)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	PRINTER 3 IN 1 PRINT SCAN COPY	2	UNIT	18,000.00
	SPECIFICATION:			
	PRINTER TYPE:PRINT, SCAN, COPY			
	PRINT METHOD:			
	ON-DEMAND INKJET (PIEZOELECTRIC)			
	PRINTER LANGUAGE:ESC/P-R, ESC/P RASTER			
	NOZZLE CONFIGURATION:180 X 1 NOZZLES BLACK, 59 X 1 NOZZLES PER COLOUR (CYAN, MAGENTA, YELLOW)			
	MAXIMUM RESOLUTION:5760 X 1440 DPI			
	PHOTO DEFAULT - 10 X 15 CM / 4 X 6 " *1:APPROX. 69 SEC PER PHOTO (BORDER) / 90 SEC PER PHOTO (BORDERLESS)*2			
	DRAFT, A4 (BLACK / COLOUR):UP TO 33.0 PPM / 15.0 PPM*			
	ISO 24734, A4 SIMPLEX (BLACK / COLOUR):UP TO 10.0 IPM / 5.0 IPM*			
	FIRST PAGE OUT TIME FROM READY MODE (BLACK / COLOUR):APPROX. 10 SEC / 16 SEC*2			
TOTAL AMOUNT				18,000.00

PR NO. 5 (S3-TPT23-009)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	PRINTER 3 IN 1 PRINT SCAN COPY	1	UNIT	9,000.00
	SPECIFICATION:			
	PRINTER TYPE:PRINT, SCAN, COPY			
	PRINT METHOD:			
	ON-DEMAND INKJET (PIEZOELECTRIC)			
	PRINTER LANGUAGE:ESC/P-R, ESC/P RASTER			
	NOZZLE CONFIGURATION:180 X 1 NOZZLES BLACK, 59 X 1 NOZZLES PER COLOUR (CYAN, MAGENTA, YELLOW)			
	MAXIMUM RESOLUTION:5760 X 1440 DPI			
	PHOTO DEFAULT - 10 X 15 CM / 4 X 6 " *1:APPROX. 69 SEC PER PHOTO (BORDER) / 90 SEC PER PHOTO (BORDERLESS)*2			
	DRAFT, A4 (BLACK / COLOUR):UP TO 33.0 PPM / 15.0 PPM*			
	ISO 24734, A4 SIMPLEX (BLACK / COLOUR):UP TO 10.0 IPM / 5.0 IPM*			
	FIRST PAGE OUT TIME FROM READY MODE (BLACK / COLOUR):APPROX. 10 SEC / 16 SEC*2			
TOTAL AMOUNT				9,000.00

PR NO. 6 (S3-TPT23-010)

Item No.	DESCRIPTION	QTY.	UNIT	ABC (PhP)
1	INK HP GT51-GT53 MAGENTA,90 ML PER BOT	4	BOT	1,800.00
2	INK HP GT51-GT53 BLACK,90 ML PER BOT	6	BOT	2,700.00
3	INK HP GT51-GT53 YELLOW,90 ML PER BOT	4	BOT	1,800.00
4	INK HP GT51-GT53 CYAN,90 ML PER BOT	4	BOT	1,800.00
5	HUB USB, 4 PORT	3	PC	1,500.00
6	OTG FLASHDRIVE 128GB 3.0 DUAL OTG FLASHDRIVE	2	PC	4,400.00
TOTAL AMOUNT				14,000.00

Notes:

- **Warranty** shall be at least **THREE (3) MONTHS**
- **Mode of Award** is **LOT AWARD**

APPROVED BUDGET FOR THE CONTRACT: PHP 78,679.00

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 **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

- 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-SPUGWM23-016**. I agree with the conditions of the TOR and offer the following supplies with Specific description:

PR NO. 1 (S3-TLP23-004)

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	48 PC		
2	BINDER CLIP, BACKFOLD, 25MM SIZE	10 PC		
3	BOOK RECORD, 500 PAGES	20 PC		
4	ENVELOPE EXPANDED DOCUMENTARY WITH TIE, 10 X 15 SIZE	20 PC		
5	FOLDER TAG BOARD, LEGAL SIZE	15 PC		
7	PAPER BOND, LEGAL SIZE, 80GSM, SUB 24, 500 PAGES / REAM	10 REAM		
8	PEN SIGN 0.7MM, GEL TYPE, 8 PCS BLACK & 7 BLUE COLOR, GOOD QUALITY	15 PC		
TOTAL BID PRICE				

PR NO. 2 (S3-PIP23-003)

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	INK CYAN L3110, 003 REFILL	3 PC		
2	INK YELLOW L3110, 003 REFILL	3 PC		
3	INK MAGENDA L3110, 003 REFILL	3 PC		
4	INK BLACK L3110, 003 REFILL	5 PC		

TOTAL BID PRICE	
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PR NO. 3 (S3-BAD23-008)

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1	PRINTER 3 IN 1 (PRINT, SCAN, COPY) CONTINUOUS INK SUPPLY SYSTEM, SPILL FREE, ERROR REFILLING. CAN PRINT A4 AND LEGAL SIZE 8.5 X 14 INCHES	1 UNIT		
TOTAL BID PRICE				

PR NO. 4 (S3-LNW23-007)

Item No.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY.	UNIT PRICE (PhP)	ABC (PhP)
1	PRINTER 3 IN 1 PRINT SCAN COPY	2 UNIT		
	SPECIFICATION:			
	PRINTER TYPE:PRINT, SCAN, COPY			
	PRINT METHOD:			
	ON-DEMAND INKJET (PIEZOELECTRIC)			
	PRINTER LANGUAGE:ESC/P-R, ESC/P RASTER			
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	FIRST PAGE OUT TIME FROM READY MODE (BLACK / COLOUR):APPROX. 10 SEC / 16 SEC*2			
TOTAL BID PRICE				

PR NO. 5 (S3-TPT23-009)

Item No.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY.	UNIT PRICE (PhP)	ABC (PhP)
1	PRINTER 3 IN 1 PRINT SCAN COPY	1 UNIT		
	SPECIFICATION:			
	PRINTER TYPE:PRINT, SCAN, COPY			
	PRINT METHOD:			
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	FIRST PAGE OUT TIME FROM READY MODE (BLACK / COLOUR):APPROX. 10 SEC / 16 SEC*2			
TOTAL BID PRICE				

PR NO. 6 (S3-TPT23-010)

Item No.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY.	UNIT	ABC (PhP)
1	INK HP GT51-GT53 MAGENTA,90 ML PER BOT	4 BOT		
2	INK HP GT51-GT53 BLACK,90 ML PER BOT	6 BOT		
3	INK HP GT51-GT53 YELLOW,90 ML PER BOT	4 BOT		
4	INK HP GT51-GT53 CYAN,90 ML PER BOT	4 BOT		
5	HUB USB, 4 PORT	3 PC		
6	OTG FLASHDRIVE 128GB 3.0 DUAL OTG FLASHDRIVE	2 PC		

TOTAL BID PRICE	
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GRAND TOTAL BID: _____

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.