



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-WSD24-002)**

**“SUPPLY AND DELIVERY OF MATERIALS & EQUIPMENTS FOR WEST SIMUNUL DPP”**

<b>Item No.</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>U/M</b>	<b>ABC (,PhP)</b>
1	ADJUSTABLE WRENCH 12 INCHES LONG, HEAVY DUTY	2	PCS	3,000.00
2	CHAIR MONOBLOC, WITH BACKREST, WITHOUT ARMREST, BEIGE OR APPLE GREEN COLOR	24	PCS	39,600.00
3	FLASHLIGHT RECHARGEABLE, LED TYPE, 220-240VAC, 60 HERTZ, HEAVY DUTY	2	PCS	14,590.00
4	FOLDING BED PORTABLE, FOLDABLE, STEEL WITH NYLON BED SHEET, SINGLE, APPLE GREEN OR NEON GREEN COLOR	15	PCS	138,000.00
5	LIGHT SOLAR LIGHTING MODULE, 200-300 WATTS, PORTABLE, COMPLETE WITH CABLE AND SOLAR CHARGE CONTROLLER AND OTHER ACCESSORIES	10	UNITS	65,000.00
6	PRINTER 3 IN 1 (PRINT, SCAN & COPY), CONTINUOUS INK SUPPLY TANK SYSTEM, SPILL FREE, COMPLETE WITH ACCESSORIES SUCH AS INK, PRINTER CHORD, POWER CHORD AND MANUAL	1	PCS	25,000.00
7	SOLDERING IRON GUN TYPE, 200-500 WATTS, 220-240VAC, 60 HERTZ, HEAVY DUTY	4	PCS	12,490.00
8	FIRST AID KIT WITH MEDICINE CABINET, WALL MOUNTED TYPE, MULTI LAYER, ALUMINUM ALLOY MATERIAL, WITH LOCK, COMPLETE WITH VARIOUS MEDICINE AND MEDICAL KIT (AS LISTED BELOW) FIRST AID KIT AND MEDICINE PER KIT:	2	SETS	12,500.00
	ALCOHOL- 2 BOTTLES	2	BOTTLES	
	BETADINE- 4 BOTTLES	4	BOTTLES	
	COTTON- 2 PACKS	2	PACKS	
	BANDAGE- 2PCS	2	PCS	
	BAND AID- 1 BOX	1	BOX	
	SCISSORS- 1PC	1	PCS	
	PLASTER- 2PCS	2	PCS	
	BIOFLU- 1 BOX	1	BOX	
	PARACETAMOL (BIOGESIC)- 1 BOX	1	BOX	
DIATABS/IMODIUM - 1BOX	1	BOX		
<b>TOTAL AMOUNT</b>				<b>310,180.00</b>

Notes:

- **Warranty** shall be at least **SIX (6) MONTHS**
- **Mode of Award** is **LOT AWARD**

**APPROVED BUDGET FOR THE CONTRACT: PHP 310,180.00**

**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, WEST SIMUNUL, TAWI-TAWI**

**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 misplaced 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-WSD24-002**. 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	ADJUSTABLE WRENCH 12 INCHES LONG, HEAVY DUTY	2	PCS		
2	CHAIR MONOBLOC, WITH BACKREST, WITHOUT ARMREST, BEIGE OR APPLE GREEN COLOR	24	PCS		
3	FLASHLIGHT RECHARGEABLE, LED TYPE, 220-240VAC, 60 HERTZ, HEAVY DUTY	2	PCS		
4	FOLDING BED PORTABLE, FOLDABLE, STEEL WITH NYLON BED SHEET, SINGLE, APPLE GREEN OR NEON GREEN COLOR	15	PCS		
5	LIGHT SOLAR LIGHTING MODULE, 200-300 WATTS, PORTABLE, COMPLETE WITH CABLE AND SOLAR CHARGE CONTROLLER AND OTHER ACCESSORIES	10	UNITS		
6	PRINTER 3 IN 1 (PRINT, SCAN & COPY), CONTINUOUS INK SUPPLY TANK SYSTEM, SPILL FREE, COMPLETE WITH ACCESSORIES SUCH AS INK, PRINTER CHORD, POWER CHORD AND MANUAL	1	PCS		
7	SOLDERING IRON GUN TYPE, 200-500 WATTS, 220-240VAC, 60 HERTZ, HEAVY DUTY	4	PCS		
8	FIRST AID KIT WITH MEDICINE CABINET, WALL MOUNTED TYPE, MULTI LAYER, ALUMINUM ALLOY MATERIAL, WITH LOCK, COMPLETE WITH VARIOUS MEDICINE AND MEDICAL KIT (AS LISTED BELOW) FIRST AID KIT AND MEDICINE PER KIT:	2	SETS		
	ALCOHOL- 2 BOTTLES	2	BOTTLES		
	BETADINE- 4 BOTTLES	4	BOTTLES		
	COTTON- 2 PACKS	2	PACKS		
	BANDAGE- 2PCS	2	PCS		
	BAND AID- 1 BOX	1	BOX		
	SCISSORS- 1PC	1	PCS		
	PLASTER- 2PCS	2	PCS		
	BIOFLU- 1 BOX	1	BOX		
	PARACETAMOL (BIOGESIC)- 1 BOX	1	BOX		
DIATABS/IMODIUM - 1BOX	1	BOX			
<b>TOTAL BID PRICE</b>					

\_\_\_\_\_  
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.*