



Republic of the Philippines  
NATIONAL POWER CORPORATION

**TERMS OF REFERENCE**  
**ALTERNATIVE MODE OF PROCUREMENT**  
**(SHOPPING – 52.1)**

1. Scope of Works (REF: \_\_\_\_\_ PR NO. [S3-SPUGM22-001](#) ([S3-EMO22-003](#), [S3-HKD22-001](#), [S3-NAQ22-007](#) & [S3-PLM22-008](#)))

**“SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES INTENDED FOR EMOD OFFICE AND VARIOUS PLANTS”**

ITEM NO.	DESCRIPTION OF ITEM/S	QTY.	UNIT	TOTAL ABC (Php)
	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES INTENDED FOR EMOD OFFICE AND VARIOUS PLANTS</b>	<b>1</b>	<b>LOT</b>	
	<b>S3-EMO22-003</b>			
1	ALCOHOL, ethyl, 68%-70%, scented, 3.785L/gal	98	gal	49,000.00
2	BATTERY, rechargeable, size AA, NI-MH, 1000mah	12	pc	4,200.00
3	CORRECTION FLUID, pen-type, metal tip, quick dry, water based (see item no. 34 for same price offer)	30	pc	2,040.00
4	ENVELOPE, brown, long, kraft (see item no. 9 for same price offer)	100	pc	2,500.00
5	FASTENER, paper, plastic, 50 sets/box (see item no. 10, 25, 32 for same price offer)	12	box	3,444.00
6	MASK, surgical, earlobe, 50's/box	180	box	72,000.00
7	PEN, ballpoint, fine, 0.5mm, blue/black	100	pc	15,000.00
	<i>subtotal</i>			<b>148,184.00</b>
	<b>S3-HKD22-001</b>			
8	CORRECTION, tape, roller type, usable length:6M min (see item no. 24 for same price offer)	10	pc	240.00
9	ENVELOPE, brown, long, kraft (see item no. 4 for same price offer)	100	pc	700.00
10	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 25, 32 for same price offer)	3	box	600.00
11	FOLDER, long, kraft	100	pc	2,000.00
12	INK, stamp pad, violet, 50mL/bot	2	bot	300.00
13	PAD, stamp, felt pad, min 60mm X 100mm	2	pc	200.00
14	PAPER, multi-purpose, legal size (see item no. 23 for same price offer)	15	ream	3,450.00
15	PEN, ballpoint, fine, 0.7mm, blue/black	150	pc	1,500.00
16	PEN, highlighter, various neon colors (see item no. 22 for same price offer)	30	pc	600.00
17	PEN, marking, whiteboard, black/blue/red	30	pc	1,500.00
18	PEN, permanent marking, broad, refillable black	30	pc	1,350.00
19	SIGN PEN, 0.5mm, black (see item no. 27 for same price offer)	31	pc	930.00

20	STAPLE WIRE for standard stapler no. 26/6 (see item no. 38 for same price offer)	4	box	400.00
21	TAPE, packaging, 48mm, 50meters length	12	roll	360.00
	<i>subtotal</i>			<b>14,130.00</b>
	<b>S3-NAQ22-007</b>			
22	PEN, highlighter, various neon colors (3pc/set) (see item no. 16 for same price offer)	8	set	400.00
23	PAPER, multi-purpose, legal size (see item no. 14 for same price offer)	5	ream	1,750.00
24	CORRECTION, tape, roller type, usable length:6M min (see item no. 8 for same price offer)	20	pc	500.00
25	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 10, 32 for same price offer)	10	box	470.00
26	BATTERY, alkaline, size AA	80	pc	2,400.00
27	SIGN PEN, 0.5mm, black (see item no. 19 for same price offer)	40	pc	2,400.00
28	BATTERY, 9 volts, alkaline	5	pc	3,250.00
29	STAPLER, heavy duty, 100 sheets of 20-lb paper metal refill indicator with anti-jam mechanism 2 years warranty ½ inch staple size	1	pc	4,000.00
	<i>subtotal</i>			<b>15,170.00</b>
	<b>S3-PLM22-008</b>			
30	ARCHFILE, long, tope mechanism, blue color	2	pc	1,000.00
31	BALLPEN, IEC materials	30	pc	450.00
32	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 10, 25 for same price offer)	5	box	600.00
33	FLAG, Philippine flag, 3' X 6' nylon with tassel	1	pc	751.00
34	CORRECTION FLUID, pen-type, metal tip, quick dry, water based (see item no. 3 for same price offer)	11	pc	440.00
35	FOLDER, long, green	24	pc	360.00
36	MARKER, permanent, black	6	pc	120.00
37	PEN, pentel, assorted colors	10	pc	700.00
38	STAPLE WIRE for standard stapler no. 26/6 (see item no. 20 for same price offer)	7	box	280.00
	<i>subtotal</i>			<b>4,701.00</b>
<b>TOTAL BID PRICE</b>				<b>182,185.00</b>
<b>Notes:</b>				
<ul style="list-style-type: none"> <li>• Warranty shall be at least Three (3) months.</li> <li>• Mode of Award is Lot Award. Bid offer must be within the <b>ABC per item</b>.</li> </ul>				

*Note: This portion must include the complete technical specifications and the quantity of the requirement.*

**2. DELIVERY PERIOD**

Delivery Period shall not be later than **Thirty (30)** calendar days upon receipt of the Purchase Order/Contract or Notice to Deliver.

**3. Delivery Point**

Items shall be delivered at **SPUG-MOD WAREHOUSE, DAVAO.**

**4. Bid Submission**

The Bidder shall submit their sealed quotations through their authorized representative to be dropped in the designated drop box in the **SPUG Mindanao Training Center, NPC-SPUG Mindanao Complex, Kumintang St., Mintal, Tugbok District, Davao City**

**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 Single / Lowest Calculated Bid (S/LCB).

**9. Detailed Evaluation and Comparison of Bids**

The S/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**

- a. Submitted documents of the S/LCB shall be subjected to post qualification evaluation.
- b. 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**

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) days after submission of complete supporting documents.

**15. Warranty**

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of [Three \(3\) Months](#) 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 signing and accepting the Purchase Order/Contract, the supplier fails to deliver the goods and/or services, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

**18. 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.

**SUPPLIER'S BID QUOTATION  
(SHOPPING 52.1)**

To: The DBAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. [S3-SPUGM22-001](#) ([S3-EMO22-003](#), [S3-HKD22-001](#), [S3-NAQ22-007](#) & [S3-PLM22-008](#)) I agree with the conditions of the TOR and offer the following with specific description:

ITEM NO.	DESCRIPTION OF ITEM/S TO BE SUPPLIED (INCLUDE BRAND NAME)	OFFERED BRAND/ MODEL	QUANTITY	UNIT	UNIT PRICE (Php)	TOTAL PRICE (Php)
	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES EMOD OFFICE AND VARIOUS PLANTS</b>		<b>1</b>	<b>LOT</b>		
	<b>S3-EMO22-003</b>					
1	ALCOHOL, ethyl, 68%-70%, scented, 3.785L/gal		98	gal		
2	BATTERY, rechargeable, size AA, NI- MH, 1000mah		12	pc		
3	CORRECTION FLUID, pen-type, metal tip, quick dry, water based (see item no. 34 for same price offer)		30	pc		
4	ENVELOPE, brown, long, kraft (see item no. 9 for same price offer)		100	pc		
5	FASTENER, paper, plastic, 50 sets/box (see item no. 10, 25, 32 for same price offer)		12	box		
6	MASK, surgical, earlobe, 50's/box		180	box		
7	PEN, ballpoint, fine, 0.5mm, blue/black		100	pc		
	<b>S3-HKD22-001</b>					
8	CORRECTION, tape, roller type, usable length:6M min (see item no. 24 for same price offer)		10	pc		
9	ENVELOPE, brown, long, kraft (see item no. 4 for same price offer)		100	pc		
10	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 25, 32 for same price offer)		3	box		
11	FOLDER, long, kraft		100	pc		
12	INK, stamp pad, violet, 50mL/bot		2	bot		
13	PAD, stamp, felt pad, min 60mm X 100mm		2	pc		
14	PAPER, multi-purpose, legal size (see item no. 23 for same price offer)		15	ream		
15	PEN, ballpoint, fine, 0.7mm, blue/black		150	pc		
16	PEN, highlighter, various neon colors (see item no. 22 for same price offer)		30	pc		
17	PEN, marking, whiteboard, black/blue/red		30	pc		
18	PEN, permanent marking, broad, refillable black		30	pc		
19	SIGN PEN, 0.5mm, black (see item no. 27 for same price offer)		31	pc		
20	STAPLE WIRE for standard stapler no. 26/6 (see item no. 38 for same price offer)		4	box		
21	TAPE, packaging, 48mm, 50meters length		12	roll		

TERMS OF REFERENCE

Shopping- 52.1 (PR No. [S3-SPUGM22-001](#) ([S3-EMO22-003](#), [S3-HKD22-001](#), [S3-NAQ22-007](#) & [S3-PLM22-008](#)))

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<b>S3-NAQ22-007</b>						
22	PEN, highlighter, various neon colors (3pc/set) (see item no. 16 for same price offer)		8	set		
23	PAPER, multi-purpose, legal size (see item no. 14 for same price offer)		5	ream		
24	CORRECTION, tape, roller type, usable length:6M min (see item no. 8 for same price offer)		20	pc		
25	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 10, 32 for same price offer)		10	box		
26	BATTERY, alkaline, size AA		80	pc		
27	SIGN PEN, 0.5mm, black (see item no. 19 for same price offer)		40	pc		
28	BATTERY, 9 volts, alkaline		5	pc		
29	STAPLER, heavy duty, 100 sheets of 20-lb paper metal refill indicator with anti-jam mechanism 2 years warranty ½ inch staple size		1	pc		
<b>S3-PLM22-008</b>						
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32	FASTENER, paper, plastic, 50 sets/box (see item no. 5, 10, 25 for same price offer)		5	box		
33	FLAG, Philippine flag, 3' X 6' nylon with tassel		1	pc		
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37	PEN, pentel, assorted colors		10	pc		
38	STAPLE WIRE for standard stapler no. 26/6 (see item no. 20 for same price offer)		7	box		
<b>Total Bid Price.....P</b>						
<b>Notes:</b>						
<ul style="list-style-type: none"> <li>Warranty shall be at least Three (3) months.</li> <li>Mode of Award is Lot Award. Bid offer must be within the ABC per item.</li> </ul>						

**Delivery Period** : 30 days

**Price Validity** : 120 calendar days

**Terms of Payment** : 30 days

**Warranty Period** : Three (3) months

**Delivery Point** : SPUG-MOD WAREHOUSE, DAVAO

\_\_\_\_\_  
Name and Signature of Authorized Representative

Date\_\_\_\_\_

Company Name\_\_\_\_\_

*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.*