





Republic of the Philippines  
**National Power Corporation**

**TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
[SHOPPING – 52.1b]**

1. **Scope of Works:** PR NO(s). HO-TFM25-011/ REF NO. SH8250121- 2600015  
**FOR THE SUPPLY AND DELIVERY OF CARPENTRY MATERIALS**

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	BOARD PLYWOOD, MARINE ½ X 4' X 8'	96 PC	73,920.00
2	CABINET CATCHES HEAVY DUTY	45 PC	1,350.00
3	CONCRETE NEUTRALIZER CONCRETE NEUTRALIZER	4 PAIL	3,120.00
4	CONTACT CEMENT RUGBY EXCEL 5 LITERS	1 PC	600.00
5	DOOR KNOB SLIDING WOODEN DOOR	3 SET	7,950.00
6	DOOR LOCKSET HEAVY DUTY	12 SET	6,000.00
7	DOOR ROLLER HEAVY DUTY	5 SET	15,000.00
8	FASCIA BOARD 1 INCH X 10 INCH X 10'	10 PC	4,500.00
9	G.I. SHEET CORRUGATED, GA 24, 4 X 8	60 PC	31,800.00
10	G.I. SHEET PLAIN, GA 24, 4 X 8	60 PC	27,600.00
11	GLUE WOOD	8 CAN	2,880.00
12	GOOD LUMBER 1 INCH X 2 INCH X 8', S4S	6 PC	720.00
13	GOOD LUMBER 2 INCH X 4 INCH X 14', S4S	48 PC	33,120.00
14	GOOD LUMBER 2 INCH X 5 INCH X 14', S4S	24 PC	20,520.00
15	GOOD LUMBER 2 INCH X 6 INCH X 14', S4S	48 PC	50,400.00
16	GOOD LUMBER 2 INCH X 8 INCH X 14', S4S	24 PC	33,600.00
17	HACKSAW BLADE ½ INCH	24 PC	2,400.00
18	HINGES 4 X 4	24 PC	4,440.00
19	HINGES LOOSE PIN 3 INCH X 3 INCH, HEAVY DUTY	48 SET	6,720.00
20	LUMBER COCO 2 X 4 X 12'	48 PC	29,280.00
21	LUMBER 2 X 2 X 12 S4S KD	48 PC	14,400.00
22	LUMBER 2 X 3 X 12 S4S KD	45 PC	29,250.00
23	MARINE PLYWOOD ¼ " X 4' X 8'	60 PC	39,000.00
24	NAIL FINISHING NAIL 2	10 PC	1,500.00

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25	PADLOCK HEAVY DUTY, 50MM	6 PC	2,580.00
26	PALETA 4 INCHES	6 PC	180.00
27	PLYWOOD MARINE PLYWD ¾ X 4 X 8 INCH	36 PC	46,800.00
28	SAFETY HASP 2 INCH	10 PC	350.00
29	SAFETY HASP 4"	10 PC	500.00
30	SAND RIVER WASHED	24 CU.M	44,928.00
31	SCREEN WIRE 1/8 X 1/8 HOLE X 36	6 MTR	1,500.00
32	SOLIGNUM BROWN	6 GAL	13,416.00
33	SPATULA 2 INCHES	6 PC	342.00
34	STAPLES T30 ¼ X 6 MM #304	3 BOX	1,500.00
35	WELDING ROD 1/8 INCH DIA., ORDINARY	24 KG	3,120.00
TOTAL AMOUNT			<b>555,286.00</b>
Notes: <ul style="list-style-type: none"> <li>• <b>Warranty</b> shall be at least three (3) months.</li> <li>• <b>Mode of award</b> is <b>lot</b> award basis however, Bid Price offer should not exceed ABC per item.</li> <li>• <b>All materials/items to be supplied by the winning bidder shall be brand new, genuine, and in its original packaging.</b></li> <li>• <b>Must indicate Brand/Model or provide brochure or specifications on your quotation.</b></li> <li>• <b>See attached for complete specifications</b></li> </ul>			

**APPROVED BUDGET FOR THE CONTRACT: PhP 555,286.00**

**2. Delivery Period**

The Delivery shall be on a **staggard basis**. The item shall be delivered within five **(5) Calendar Days** upon request thru phone or e-mail.

**3. Delivery Point**

Items shall be delivered at **NPC Head Office, Diliman, Quezon City.**

**4. Bid Submission**

The Bidder shall submit their quotations through their authorized representative or in the manner of submission as prescribed in the RFQ.

**5. Late Bids**

Any quotation submitted after the deadline of 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 quotation 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 opening of bids/quotations.

## **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 Quotation (S/LCQ).

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

The S/LCQ 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**

Documents submitted for the Lowest Calculated Quotation (LCQ) will undergo a post-qualification evaluation. Original copies of these documents presented at bid opening/submission must be made available during the post-qualification process. Any quotation that successfully meets the post-qualification criteria will be declared as the Single/Lowest Calculated and Responsive Quotation (S/LCRQ).

## **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) calendar days after submission of complete supporting documents.

### **15. Warranty**

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the contract awardee for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies, unless otherwise provided in the RFQ.

### **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 the contract award, without thereby incurring any liability to the affected bidder/s.

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### SUPPLIER'S BID QUOTATION [SHOPPING – 52.1b]

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. HO-TFM25-011. I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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33				
34				
35				
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 letterhead following this format duly signed by the authorized representative when making the offer.*

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### TECHNICAL SPECIFICATION

Item No.	Complete Description	Specification
1	Board plywood, marine ½" x 4' x 8'	<ul style="list-style-type: none"> <li>Untreated tropical hardwood veneers. Have a set level of resistance to fungal attack</li> </ul>
2	Cabinet catches, heavy duty	<ul style="list-style-type: none"> <li>Magnetic: Neodymium magnets. Offer a high magnetic pull force</li> </ul>
3	Concrete neutralizer	<ul style="list-style-type: none"> <li>98% sulfuric and 50% sodium hydroxide</li> </ul>
4	Contact cement, Rugby excel, 5 liters	<ul style="list-style-type: none"> <li>100% original and synthetic chloroprene rubbers</li> </ul>
5	Doorknob sliding wooden door	<ul style="list-style-type: none"> <li>Material: zinc alloy, sliding door lock</li> </ul>
6	Door lockset heavy duty	<ul style="list-style-type: none"> <li>Durable solid stainless knobs with an electroplated solid stainless steel finish, durable, will last a lifetime</li> </ul>
7	Door roller, heavy duty	<ul style="list-style-type: none"> <li>80 to 100 kg. capacity steel roller with suspension plate, heavy duty</li> </ul>
8	Fascia board 1" x 10" x 10"	<ul style="list-style-type: none"> <li>Wood: Spruce, Pine, or Fir</li> </ul>
9	G.I. sheet, corrugated, Ga. 24, 4' x 8	<ul style="list-style-type: none"> <li>Corrosion resistant and suitable for harsh environments</li> </ul>
10	G.I. sheet plain, Ga. 24, 4' x 8'	<ul style="list-style-type: none"> <li>Corrosion resistant and suitable for harsh environments</li> </ul>
11	Glue wood	<ul style="list-style-type: none"> <li>High in both wet and dry strength, resistant to moisture and damp condition</li> </ul>
12	Good lumber, 1" x 2" x 8', S4S	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
13	Good lumber, 2" x 4" x 14', S4S	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
14	Good lumber, 2" x 5" x 14', S4S	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
15	Good lumber, 2" x 6" x 14', S4S	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
16	Good lumber, 2" x 8" x 14', S4S	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
17	Hacksaw blade ½"	<ul style="list-style-type: none"> <li>Suitable for cutting mild steel, brass, copper and aluminum</li> </ul>
18	Hinges 4" x 4"	<ul style="list-style-type: none"> <li>Stainless steel, made of cold-rolled steel</li> </ul>
19	Hinges loose pin 3" x 3" heavy duty	<ul style="list-style-type: none"> <li>Stainless steel, made of cold-rolled steel</li> </ul>
20	Lumber coco 2" x 4" x 12'	<ul style="list-style-type: none"> <li>Coco wood or red palm</li> </ul>
21	Lumber, 2" x 2" x 12' S4S KD	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
22	Lumber, 2" x 2" x 12' S4S KD	<ul style="list-style-type: none"> <li>Kiln dry, solid wood lumber</li> </ul>
23	Marine plywood ½" x 4' x 8'	<ul style="list-style-type: none"> <li>Resin impregnated fiber layer that acts as a weatherproof layer</li> </ul>
24	Nail finishing 2"	<ul style="list-style-type: none"> <li>Small cylindrical head or bullet head</li> </ul>
25	Padlock, heavy duty, 50 mm	<ul style="list-style-type: none"> <li>Ultra-high security, open shackle hardened steel (body, lock, keys)</li> </ul>
26	Paleta, 4"	<ul style="list-style-type: none"> <li>Wooden handle, putty scraper, stainless steel</li> </ul>
27	Plywood marine, ¾" x 4' x 8'	<ul style="list-style-type: none"> <li>Resin impregnated fiber layer that acts as a weatherproof layer</li> </ul>
28	Safety hasp 2"	<ul style="list-style-type: none"> <li>Durable steel case, strike and bolt, stainless steel</li> </ul>
29	Safety hasp 4"	<ul style="list-style-type: none"> <li>Durable steel case, strike and bolt, stainless steel</li> </ul>
30	Sand, river, washed	<ul style="list-style-type: none"> <li>Hard, durable, chemically inert, clean and free from organic matter</li> </ul>
31	Screen wire 1/8" x 1/8" hole x 36'	<ul style="list-style-type: none"> <li>ASTM A370- covers tension, bend, hardness, and impact tests</li> </ul>
32	Solignum, brown	<ul style="list-style-type: none"> <li>Wood preservatives; Insect control type</li> </ul>
33	Spatula, 2"	<ul style="list-style-type: none"> <li>Stainless steel paint scraper, putty scraper, rubber handle</li> </ul>
34	Staples T30 ¼" x 6 mm #304	<ul style="list-style-type: none"> <li>Staple Gun tacker, heavy duty, nail gun, steel</li> </ul>
35	Welding rod 1/8" dia. ordinary	<ul style="list-style-type: none"> <li>Electrode welding rod for welding machine</li> </ul>

#### NOTE:

1. Award shall be a LOT BASIS.
2. The items shall involve an Open Purchase Order (OPO) with the following provisions:
  - a. The OPO shall cover a supply contract period of one (1) year from the effectivity of the Notice to Proceed (NTP).
  - b. The delivery shall be on a staggered basis. The item shall be delivered within five (5) calendar days upon request thru phone or e-mail.



## National Power Corporation

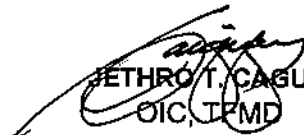
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- c. Delivery shall be reckoned from the date of receipt of NTP duly confirmed via telephone and noted as officially received by the Supplier.
  - d. Payment shall be made on a per delivery basis
  - e. If the OPO item quantities are not fully served, any remaining item shall be fully delivered at the end of the contract period.
  - f. Supplier shall be responsible for having an available supply of the item on this OPO. If the supplier fails to meet the requested item for delivery within due dates and NPC is forced to purchase the item from other sources due to urgency of need, the difference between the awarded price and outsourced price shall be chargeable to the supplier.
  - g. Deliveries which are not in conformance with the technical specifications shall be rejected.
- 3. Delivery Period : Five (5) Calendar Days
  - 4. Delivery Point : NPC Head Office, Diliman, Quezon City
  - 5. Terms of Payment : Thirty (30) Calendar Days

Prepared by:

  
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