



NATIONAL TRANSMISSION CORPORATION
CORPORATE SERVICES GROUP
TransCo Annex Bldg., Diliman, Quezon City
Tel. Nos. 902-1523/21

SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM
(NEGOTIATED PROCUREMENT: SMALL VALUE)

REFERENCE NO.: CBUSAT-15-94180(ECA)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **ARGAÑOZA, EILEEN**

Sir/Madam:

Please provide us with your best quotation and submit the same to the above assigned purchasing officer on or before 3:00 PM on quote closing date at ADMINISTRATION OFFICE, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: OCTOBER 9, 2015/3:00 P.M.

Deadline for submission may be extended if there are insufficient offers received. In case of a failed canvass, a re-canvass may be conducted without prior notice to any previous offeror (s).

Offers may be submitted in a sealed envelope, through fax or **through e-mail (ecarganoza@transco.ph)** at the option of the offeror, properly marked with the reference number. This bid document comprises TWO (2) pages including this sheet.

Please signify your acceptance of the TERMS AND CONDITION as stated herein, by signing on the space provided below and submit the signed copy together with your separate letter of quotation (as applicable).

Very truly yours,

ROSSANA F. PAGUIO
Manager, General Services Division

NOTE: THIS FORM IS COMPUTER GENERATED. SIGNATURE IS NOT REQUIRED

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
1	JANITORIAL SERVICES SUPPLY OF LABOR, MATERIALS AND EQUIPMENT FOR CEBU SATELLITE OFFICE FOR A PERIOD OF TWELVE (12) MONTHS. DETAILS OF WHICH ARE STATED IN THE HEREIN ATTACHED TERMS OF REFERENCE (TOR).	1 LOT	₱164,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

NOTE : ALTERNATE OFFERS ARE NOT ALLOWED

Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

SPECIAL INSTRUCTION: Interested suppliers must view/download the attached document in the Associated Component to be included in the Document Request List (DRL).

FIXED TERMS (PLEASE INCLUDE IN YOUR OFFER):

- BID PRICE VALIDITY: AT LEAST 60 DAYS FROM QUOTE CLOSING DATE
(VAT EXCLUSIVE, INDICATE APPLICABLE VAT)
- DELIVERY PERIOD: () 7 CALENDAR DAYS () _____
- DELIVERY POINT: TRANSCO-CEBU SATELLITE OFFICE
CEDAVILLE RESIDENCES, TALAMBAN, CEBU CITY
C/O MS. CIELO SOLAMO
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY AND
SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
PARTIAL PAYMENT FOR PARTIAL DELIVERY IS ALLOWED
- WARRANTY: _____

OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:

1. Product brochures/catalog/technical reference.
2. Please indicate **BRAND/MODEL & WARRANTY** for each offer.
3. Certificate of PhilGEPS Registration.

TECHNICAL SPECIFICATIONS (TERMS OF REFERENCE)

I. RATIONALE

This contract is intended to cover all the housekeeping, sanitation / cleanliness, of **Transco Satellite Office at Cebu City.**

This includes the supply of one (1) janitorial manpower to cater a 78.5 sq. meter office area that will perform various activities and use of janitorial supplies/cleaning materials and equipments necessary for maintenance cleanliness of the said requirements. The services shall be from Monday to Friday for a period of twelve (12) months from November 17, 2015 to November 16, 2016. The contractor shall be responsible to TRANSCO for the implementation and the results of the specified scope of work and shall ensure that the means, methods and details of its performance shall be carried-out according to specification standards/ requirements and shall not cause damage to any of TRANSCO employees, properties and third parties.

II. SCOPE OF WORKS

A. Sanitation /Housekeeping & Other Janitorial/Utility Related Works

Daily & Weekly Routine work :

- a. Shall clean all office /work areas within the said Transco office that requires sanitation/housekeeping services which include but not limited to sweeping, washing, mopping and dusting of all areas concerned.
- b. Perform deep cleaning activities which includes washing, refinishing, waxing and polishing of floors at all office work areas.
- c. Deep cleaning, deodorizing, disinfecting of bathrooms/comfort rooms, washrooms, pantries .(if applicable)
- d. Thorough cleaning of outside and inside surface of all glass walls of the buildings.
- e. Cleaning, dusting of furniture, fixtures, equipments and or appliances within the office area.
- f. Vacuuming of all chairs, tables, cabinets and furnitures as scheduled.
- g. Perform other duties as may be required/assigned from time to time with respect to janitorial, sanitation and utility works.
- h. Washing and cleaning of all lighting diffusers.

III. WORKING PERIOD

The Contractor's personnel shall work on a daily basis schedule from Monday to Friday with equivalent to eight (8) hours work except during Holidays/Special Holidays. Contractor's personnel may also be directed to report if circumstances so warrant by Transco authorized personnel, to perform overtime service with due overtime compensation subject to prevailing labor laws.

IV. MATERIALS AND WORK EQUIPMENT COMPUTATION

The contractor shall furnish its janitorial personnel the following work equipments/tools and janitorial cleaning materials necessary for the type services they are to perform. Corresponding cost for the contract shall include cost of the janitorial supplies to be used as defined/enumerated below and for the equipments, the actual cost shall be **PER USE BASIS AND FOR THE USE OF EQUIPMENT ONLY** based on **DEPRECIATION COST** of the equipments/tools computed as follows:

$$\text{Depreciation Cost} = \frac{\text{Replacement / Actual Cost} - \text{Residual(RC)/Salvage Value}}{5 \text{ Years (Economic Life (EL))}}$$

$$\text{Where : Residual Value} = \frac{\text{RC} \times \text{RL}^*}{\text{EL}^*}$$

** Residual & Economic Life based on Transco 2004 Asset Revaluation per Board Resolution No. 2005-036 dated Aug. 24,2005*

The required equipments shall remain to be the property of the Contractor. The required equipment/tools/machines and materials /janitorial supplies are as follows:

A. EQUIPMENT / TOOLS

EQUIPMENT	QTY	UNIT COST	TOTAL AMT.	Depreciation Cost
1. Heavy Duty Single Disk Floor polisher	1			
2. Vacuum Cleaner	1			

B. SUPPLIES / MATERIALS

This shall be provided / delivered directly to Transco office according to the schedules of delivery as defined below and to be provided / withdrawn to Transco every cleaning schedule of janitorial personnel assigned . Unused materials/ supplies shall be left over to the office and shall be used on the next cleaning schedule.

SUMMARY SUPPLIES COSTING

A	Monthly Supplies Requirement	Unit	Quantity
1	Liquid Hand Soap	Liter	1
2	Bathroom Tissue Roll	Pc	18
3	Detergent Washing Powder	Kg	1
4	Dishwashing Liquid	Liter	1
5	Dishwashing Scrub Sponge (3M Scotchbrite)	Pc	2
6	Rags, waste	Pc	40
7	Garbage plastic (small)	Pc	25
8	Garbage plastic (medium)	Pc	15

B	Annual Supplies Requirement			
	1	Mop Head	Pc	2
	2	Stripping Pad	Pc	1
	3	Broom (ordinary)	Pc	1
	4	Brush for toilet bowl	Pc	3
	5	Hand gloves (all-purpose)	Pair	4
	6	Glass cleaner	Liter	4
	7	Sprayer	Pc	1
	8	Door mat (water absorbent)	pc	2
	9	Alcohol (250 ml)	bot	4

V. TERMS OF PAYMENT

The terms of payment comprising this contract shall be made on a monthly or a in consideration of the works to be undertaken by the CONTRACTOR, Absences and tardiness of CONTRACTOR’s personnel shall be deducted from its monthly billing on the labor cost with pro-rated based on the contracted rate. The payment shall be paid upon submission to and acceptance by TRANSCO of the complete documents.

The Corporation shall prepare check payment for each billing statements received payable to the Contractor as replenishment of the withdrawals for the period and for payment for the remittances to SSS, State Insurance, Philhealth and Pag-ibig Fund and respective agency fees and other due deductions.

The Contractor shall submit monthly notarized affidavit including proof of remittance that all contributions are remitted in favor of the personnel. The following documents are hereby required in processing of claims;

1. Certified True Copy of Contract;
2. Original Copy of Invoice or Statement of Account (Service Invoice);
3. Original Copy of Time Card/ Attendance Sheet
4. Signed Payroll with notation by TRANSCO authorized representative;
5. Certified True Copy of Notice to Proceed;
6. Certified True Copy of SSS (R5) , R-3 every end of the quarter), Pag-Ibig and Philhealth remittances duly received and machine validated by Landbank of the Philippines (Original to be presented for authentication
7. Delivery Receipt of Materials and Supplies duly acknowledged by TRANSCO authorized representative;

TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)