



NATIONAL TRANSMISSION CORPORATION
 GENERAL SERVICES DIVISION
 Tel. Nos. (02)902-1521/(02)902-1520
PRICE/TECHNICAL QUOTATION FORM
(Negotiated Procurement: Small Value Procurement)

Reference No.: **MINSAT-17-95459(ESL)**

Sir/Madam:

Please provide us with your best quotation and submit the same on or before 10:00 AM on quote closing date at National Transmission Corporation, Mindanao Legal Satellite Office, NAPOCOR Compound, Kumintang St., Mintal, Davao City

QUOTE CLOSING DATE/TIME: NOVEMBER 2, 2017/3:00 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** (babyhazelloria@gmail.com/noelleybur0218@yahoo.com) at the option of the offeror properly marked with the reference number. This bid document comprises THREE (3) pages including this sheet.

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

Very truly yours,

ROSSANA F. PAGUIO
 Manager, General Services Division

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

Rental of the following types of vehicle/s:

ITEM NO.	DESCRIPTION	QUANTITY	(ABC in PhP) VAT Inclusive	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE)	
1	<i>MINSAT-17-95459/1</i> RENTAL OF 4 x 4 PICK-UP , WITH AIRCON AND DRIVER INCLUDING PMS FOR THE PERIOD NOV. 10-24 2017 TO BE USED WITHIN MINDANAO REGIONS. EXCLUDING FUEL	1 UNIT <i>Please indicate Brand & Model</i>	24,500.00		
2	<i>MINSAT-17-95459/2</i> RENTAL OF 4 x 4 PICK-, WITH AIRCON AND DRIVER INCLUDING PMS FOR THE PERIOD NOV. 10-24, 2017 TO BE USED WITHIN SOUTHEASTERN AND SOUTHWESTERN MINDANAO & TO ANY POINT IN MINDANAO RE47ONS. EXCLUDING FUEL	1 UNIT <i>Please indicate Brand & Model</i>	24,500.00		
3	<i>MINSAT-17-95459/3</i> RENTAL OF 4 x 4 PCK-UP, WITH AIRCON AND DRIVER INCLUDING PMS, FOR THE PERIOD NOV.10-24, 2017 TO BE USED WITHIN NORTHWESTERN MINDANAO AREA & TO ANY POINT IN MINDANAO REGIONS .EXCLUDING PMS	1 UNIT <i>Please indicate Brand & Model</i>	24,500.00		
4	<i>MINSAT-17-95459/4</i> RENTAL OF 4 x 4 PCK-UP, WITH AIRCON AND DRIVER INCLDUING PMS FOR THE PERIOD NOV. 10-24, 2017 TO BE USED WITHIN NORTHEASTERN MINDANAO AREA & TO ANY POINT IN MINDANAO REGIONS .EXCLUDING FUEL	1 UNIT <i>Please indicate Brand & Model</i>	24,500.00		

TOTAL AMOUNT (VAT EXCLUDED)

APPLICABLE VAT IN PERCENT (%)

TOTAL AMOUNT (VAT INCLUDED)

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 SUPPLIER MUST VIEW/DOWNLOAD THE DOCUMENTS IN THE ASSOCIATED COMPONENT TO BE INCLUDED IN THE DOCUMENT REQUEST LIST (DRL) AT PhilGEPs.

FIXED TERMS & CONDITIONS:

- **PRICE VALIDITY** : AT LEAST THREE (3) MONTHS FROM QUOTE CLOSING DATE
- **OFFERED RATES** : INCLUDES ALL MAINTENANCE COST EXCEPT FOR THE FUEL
- **DOCUMENTS** :
 - a. CERTIFICATE OF REGISTRATION (BIDDER SHOULD OWN THE VEHICLE)
 - b. DTI/SEC REGISTRATION CERTIFICATE
- **DELIVERY POINT** : TRANSCO MINDANAO LEGAL SATELLITE OFFICE
NAPOCOR COMPOUND, KUMINTANG STREET,
MINTAL, DAVAO CITY

For more information, please see attached additional Terms and Conditions for reference.

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED BY THE **WINNING BIDDER** FOR PROCESSING OF PAYMENT.

- 1 PhilGEPs Registration Number/Certificate of PhilGeps Registration (if PLATINUM)**
- 2 DTI/SEC Registration Certificate**
- 3 Mayor's Permit/Business Permit**
- 4 Receipts must be BIR compliant (please see below)**
- 5 BIR Certificate of Registration**
- 6 Latest Income /Business Tax Return**
- 7 Notarized Omnibus Sworn Statement**



TRANSCO TERMS ACCEPTED:

(SIGNATURE AND DATE)

(NAME & DESIGNATION)

(NAME OF COMPANY)

ADDITIONAL TERMS & CONDITIONS

1. **TERMS OF LEASE:** The Lease Agreement shall be for **FIFTEEN (15)** days effective **NOVEMBER 10-24, 2017** which may be earlier terminated by either party upon prior written/verbal notice by one to the other, or renewable under the same terms and conditions at the option of the **LESSEE**. However, verbal notice may be given in advance by the **LESSEE** should the situation so demand, to be followed by a written advice.
2. **USE OF VEHICLE:** The vehicle shall be used to transport **LESSEE** and/or its employees and other authorized persons, covered at all times by a duly approved trip ticket. In the absence of **LESSOR'S** driver, an organic personnel who is also a licensed driver and with Authority to Drive TransCo Vehicles (**ADTV**) shall drive the subject vehicle.
3. **RENTAL RATE:** The rental rate shall be as follows:
 - 3.1 **(Total Amount of Contract)** for **FIFTEEN (15)** days period. Downtime resulting from the vehicle breakdown or repair shall be deducted from the rental on a pro-rata basis except when the LESSOR provides another reliable vehicle with the same capacity as that of the leased vehicle.
 - 3.2 Payment of rental will be made within thirty (30) days upon completion of the contract and submission of complete required documents from **LESSOR**.
 - 3.3 A certification from the **LESSOR** that the salary of the driver has been settled already must be attached to the billing as a requirement.
4. **OBLIGATION OF LESSOR**
 - 4.1 The **LESSOR** shall leave the vehicle within TransCo premises during the duration of the contract. The hired vehicle's key shall be turned over to TransCo's authorized personnel after each trip.
 - 4.2 Provide in the vehicle at all times copies of its registration papers, insurance certificate cover, including copies of official receipts thereon.
 - 4.3 Provide third party liabilities insurance coverage for P50,000.00 each for each passengers (including driver) plus a property damage of P100,000.00.
 - 4.4 The **LESSOR**, during the effectivity of the lease contract and regardless whether or not Transco is in actual use thereof, shall free Transco from and be solely liable for all claims, liabilities and damages arising from loss of, or damage to property, injuries or death.
 - 4.5 Provide the following at all times:
 - Tools – 1 mechanical jack, 1 tire wrench, 1 set of open wrenches, 1 set box wrenches, 1 set socket wrench, 2 pcs. screw drivers, 1 pc. ratchet two belt, 1 pc. pliers and 1 pc. vice grip.
 - Spare Parts – 2 pcs. lower and upper radiator hoses, 1 pc. fan belt, 1 pc. aircon belt, 2 pcs. by-pass hoses, 8 pcs. front and rear wheel cups, 6 pcs. electrical fuses, 2 pcs. spare tire. Additional spare parts for gasoline unit, 2 pcs. Contact point, 2 pcs. Condenser, 4 pcs. Spark plugs.
 - Sticker – Provide at its own expense the cost of a 3" x 12" size sticker marker entitled **"TRANSCO HIRED VEHICLE"** posted properly at the lower portion of the front and rear windshield of the vehicle.
 - 4.6 The **LESSOR** shall provide at its own expense, the cost of labor and parts for the repair and maintenance of the said unit. In connection to this, the **LESSOR** shall constantly provide an emergency fund of P1,500.00 to be kept by the driver for emergency repair and maintenance, always subject to TransCo's submission of official receipts and documents evidencing the urgency and conduct of the repair/s.
 - 4.7 The **LESSOR** may, subject to prior approval of **LESSEE**, replace the unit as maybe necessary for the benefit of both parties. Likewise, the **LESSEE** shall have the right to request for replacement.
 - 4.8 The **LESSOR** may be allowed to provide a temporary replacement of his hired vehicle in case of breakdown and/or periodic check-up which period shall in no case exceed the contract period.
 - 4.9 The **LESSOR** shall ensure that the refrigerant used in the vehicle's air conditioning system is ODS free.
 - 4.10 The **LESSOR** shall provide oil & lubricant if necessary on top of the regular preventive maintenance check-up.
5. **OBLIGATION OF THE LESSEE:**
 - 5.1 The **LESSEE** is obliged to provide fuel.