



**NATIONAL TRANSMISSION CORPORATION**  
 RESOURCE MANAGEMENT SERVICES GROUP  
 TransCo Annex Bldg., Diliman, Quezon City  
 Tel. No. 902-1521/Fax No. 914-6209

**SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM  
 (NEGOTIATED PROCUREMENT: LEASE OF REAL PROPERTY)**

**REFERENCE NO.: GSD-21-97351 (PLP)**

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FOR INQUIRIES, CONTACT PURCHASING OFFICER: **MA. PILAR L. PINEDA**

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 PROCUREMENT MANAGEMENT DIVISION, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

**QUOTE CLOSING DATE/TIME: MAY 26, 2021 / 10:00 A.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 (mlpinedaa@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,

**ROGELIO M. MABULAY, JR.**  
 Manager, Procurement Management 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)	
001	<b>RENTAL/LEASE OF OFFICE SPACE            For TransCo and COA Records for three            (3) years of at least 301 sq.m.</b>  - Structurally stable, well maintained with adequate ventilation and natural light; - Provision of adequate water and electrical supply and amenities, e.g. restrooms; - Provision of fire. escape/exit in compliance to the National Building Code of the Philippines; and - Provision for parking space  <b>NOTE:</b> 1. PLEASE INCLUDE IN YOUR QUOTATION/OFFER ALL THE APPLICABLE CHARGES, FEES, ETC. 2. INDICATE ALSO YOUR OFFER FOR THE 2 <sup>ND</sup> AND 3 <sup>RD</sup> YEARS.	1 LOT	<b>₱546,600.00</b>  <b>(1ST YEAR)</b>		

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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.
- : IN THE EVALUATION OF BID OFFER, THE PRICE SHALL BE COMPUTED ON A PER SQUARE METER BASIS.
- : SPACE BEING OFFERED IS SUBJECT TO INSPECTION BY TRANSCO FOR EVALUATION PURPOSES.
- : EVALUATION SHALL BE BASED ON THE TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE (Please refer to the attached Appendix A: Table of Rating Factors for Lease of Real Estate).

**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: ( ) THREE (3) YEARS: JUNE 01, 2021 TO MAY 31, 2024
- DELIVERY POINT: TRANSCO HEAD OFFICE, DILIMAN, Q.C.  
C/O MS. ARLENE F. JAVIER
- PAYMENT TERMS: MONTHLY BILLING UPON SUBMISSION OF COMPLETE REQUIRED DOCUMENTS.  
PLEASE INCLUDE IN YOUR OFFER THE APPLICABLE TERMS OF PAYMENT INCLUDING RENTAL AND/OR SECURITY DEPOSIT, IF APPLICABLE.
- WARRANTY: \_\_\_\_\_ (IF APPLICABLE)

**OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:**

1. Product brochures/catalog/technical reference, if applicable.
2. Please indicate **BRAND/MODEL & WARRANTY** for each offer, if applicable.

**ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED BY THE AWARDEE PRIOR TO ISSUANCE OF NOTICE OF AWARD:**

1. **PhilGEPS Registration Number/Certificate of PhilGEPS Registration (for Platinum Membership)**
2. **DTI/SEC Registration Certificate**
3. **Mayor’s Permit/Business Permit (2021)**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2020)**
6. Receipts must be BIR compliant (please see below).



**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_

(SIGNATURE AND DATE)

\_\_\_\_\_  
(NAME AND DESIGNATION)

\_\_\_\_\_  
(NAME OF COMPANY)

\_\_\_\_\_  
(MOBILE NO. / EMAIL AD)

**Appendix A**

**TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE  
2021**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
I.	Location and Site Condition		
	1. Accessibility	(25)	
	2. Topography and Drainage	(20)	
	3. Sidewalk and waiting shed (Available within the area)	(15)	
	4. Parking space (Available)	(15)	
	5. Economic potential	(10)	
	6. Land classification, utilization, and assessment (Commercial)	(10)	
	7. Other added amenities (Guard at the driveway)	(5)	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate (Rental Rate comparable to other available offices)	(20)	
	2. Sanitation and health condition (clean and tidy surrounding)	(20)	
	3. Adverse influence	(15)	
	4. Property utilization	(15)	
	5. Police and fire station	(15)	
	6. Cafeterias (available)	(10)	
	7 Banking/postal/telecom (available within the area)	(5)	
		100	
III.	Real Estate		
	1. Structural condition (Structural Reinforced)	(30)	
	2. Functionality		
	a. Module (suitable for office space)	(6)	
	b. Room arrangement (open)	(6)	
	c. Circulation (Windows)	(6)	
	d. Light and ventilation (Well lighted and ventilated)	(6)	
	e. Space requirements (complying)	(6)	

	3. Facilities		
	a. Water supply and toilet (sufficient)	(6)	
	b. Lighting system (sufficient)	(6)	
	c. Elevators (available)	(6)	
	d. Fire escapes (as per building code standard)	(6)	
	e. Firefighting equipment (as per bldg. code standard)	(6)	
	4. Other requirements		
	a. Maintenance (well maintained & exterior is newly painted)	(5)	
	b. Attractiveness (conducive for office space)	(5)	
		100	
	RATING FACTORS	WEIGHT (%)	RATING
IV.	Free Services and Facilities		
	1. Janitorial and security (provided by the building maintenance on the common areas)	(20)	
	2. Air conditioning (to be provided by Transco)	(20)	
	3. Repair and maintenance	(20)	
	4. Water (free) and Electric consumption (to the account of TransCo)	(20)	
	5. Secured parking space	(20)	
		100	
I.	Location and site Condition	0.2	
II.	Neighborhood Data	0.2	
III.	Real estate	0.5	
IV.	Free Services and Facilities	0.1	
FACTOR VALUE		100	