



**SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM  
 (NEGOTIATED PROCUREMENT: SHOPPING)**

**REFERENCE NO.: GSD-21-97381 (PLP)**

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

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: 30 JUNE 2021/3:00 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 (mlpineda@transco.ph)** at the option of the offeror, properly marked with the reference number. This bid document comprises SIX (6) 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)	
1.	GSD-21-97381/1 <b>PAPER, MULTICOPY, 80 GSM</b> A4 SIZE (210 MM W X 297 MM L 500 SHTS/REAM  BRAND/MODEL: _____	<b>1,000 REAMS</b>	<b>₱ 150,000.00</b>		
2.	GSD-21-97381/2 <b>PAPER, CONTINUOUS FORM</b> 1 PLY, 14 7/8" W X 11" L, PLAIN W/ PERFORATION, 2000 SHTS/BOX, SUBS 20 (70 GSM)  BRAND/MODEL: _____	<b>5 BOXES</b>	<b>₱ 5,000.00</b>		
3.	GSD-21-97381/3 <b>PAPER, CONTINUOUS FORM</b> 2 PLY, 9 1/2" W X 11" L, PLAIN W/ PERFORATION 1000SHTS/BOX, 70 GSM 1ST PLY & 56 GSM 2ND PLY  BRAND/MODEL: _____	<b>5 BOXES</b>	<b>₱ 6,000.00</b>		
4.	GSD-21-97381/4 <b>FOLDER, FILE</b> WHITE, 14 POINTS, FOR LEGAL SIZE PAPERS/DOCUMENTS, TAGBOARD EQUIVALENT, 100 PCS/ PACK  BRAND/MODEL: _____	<b>200 PACKS</b>	<b>₱ 64,000.00</b>		

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5.	GSD-21-97381/5 <b>FOLDER, TAGBOARD</b> FOR LEGAL SIZE DOCUMENTS, 100 PIECES PER PACK  BRAND/MODEL: _____	100 PACKS	₱ 32,000.00		
6.	GSD-21-97381/6 <b>ENVELOPE, KRAFT, LEGAL</b> 10" (255 MM) W X 15" (380 MM) L  BRAND/MODEL: _____	2,500 PCS	₱ 25,000.00		
8.	GSD-21-97381/8 <b>SIGN PEN</b> BLUE, LIQUID/GEL INK, 0.5MM NEEDLE TIP  BRAND/MODEL: _____	500 PCS	₱ 17,500.00		
9.	GSD-21-97381/9 <b>SIGN PEN</b> BLACK, LIQUID/GEL INK, 0.5MM NEEDLE TIP  BRAND/MODEL: _____	500 PCS	₱ 17,500.00		
10.	GSD-21-97381/10 <b>PEN, BALLPOINT</b> 0.5 MM, SUPER FINE POINT, BLUE  BRAND/MODEL: _____	1,000 PCS	₱ 10,000.00		
11.	GSD-21-97381/11 <b>PEN, BALLPOINT</b> 0.5 MM, SUPER FINE POINT, BLACK  BRAND/MODEL: _____	1,000 PCS	₱ 10,000.00		
12.	GSD-21-97381/12 <b>PEN, BALLPOINT</b> 0.5 MM, SUPER FINE POINT, GREEN  BRAND/MODEL: _____	500 PCS	₱ 5,000.00		
13.	GSD-21-97381/13 <b>BOARD, BRISTOL, YELLOW</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	120 REAMS	₱ 24,000.00		
14.	GSD-21-97381/14 <b>BOARD, BRISTOL, BLUE</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	120 REAMS	₱ 24,000.00		
15.	GSD-21-97381/15 <b>BOARD, BRISTOL, RED</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	75 REAMS	₱ 15,000.00		
16.	GSD-21-97381/16 <b>BOARD, COVER, YELLOW</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	120 REAMS	₱ 30,000.00		

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17.	GSD-21-97381/17 <b>BOARD, COVER, BLUE</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	120 REAMS	₱ 30,000.00		
18.	GSD-21-97381/18 <b>BOARD, COVER, RED</b> A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM  BRAND/MODEL: _____	75 REAMS	₱ 18,750.00		
19.	GSD-21-97381/19 <b>BOOK, RECORD</b> PAPERBOUND, 300 PAGES, NON-BLOT, 5 GSM 215 MM W, 275 MM L, W/ OFFICIAL RECORD, BOOK PRINTING  BRAND/MODEL: _____	200 PCS	₱ 15,000.00		
20.	GSD-21-97381/20 <b>BOX, STORAGE</b> DROPSIDE/COLLAPSIBLE, 15" W, 24" L, 10" H  BRAND/MODEL: _____	500 PCS	₱ 45,000.00		
21.	GSD-21-97381/21 <b>CLIP, PAPER</b> PAPER CLIP, VINYL/PLASTIC COATED, 33MM VINYL COATED, ROUND, 33 MM, 50 G/BOX (100 PCS/BOX), MULTI COLOR  BRAND/MODEL: _____	500 BOXES	₱ 4,500.00		
22.	GSD-21-97381/22 <b>FASTENER, PAPER</b> PLASTIC COATED, 2" PAPER CAPACITY, 2 3/4" PRONG L, 50 SETS/BOX, IN VARIOUS COLORS  BRAND/MODEL: _____	300 BOXES	₱ 9,000.00		
23.	GSD-21-97381/23 <b>TAPE, MASKING</b> 24 MM W, 50 M L  BRAND/MODEL: _____	500 ROLLS	₱ 30,000.00		
24.	GSD-21-97381/24 <b>TAPE, CELLULOSE</b> 1" W, 50 M L  BRAND/MODEL: _____	500 ROLLS	₱ 10,000.00		
25.	GSD-21-97381/25 <b>TAPE, DOUBLE SIDED</b> 12 MM, 10 M L, THIN  BRAND/MODEL: _____	150 ROLLS	₱ 3,000.00		
26.	GSD-21-97381/26 <b>STAPLE WIRE</b> STAPLING MACHINE, HEAVY DUTY, SIZE# 23/13, 1/2" 13MM, 100 SHEETS CAPACITY  BRAND/MODEL: _____	200 BOXES	₱ 6,000.00		
27.	GSD-21-97381/27 <b>STAPLE WIRE</b> STAPLING MACHINE, HEAVY DUTY, SIZE:23/23, 7/8 23MM, 200 SHEETS CAPACITY BRAND/MODEL: _____	150 BOXES	₱ 7,500.00		

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28.	GSD-21-97381/28 <b>STAPLE WIRE, STAPLING MACHINE</b> LIGHT DUTY, B8 WIRE  BRAND/MODEL: _____	200 BOXES	₱ 10,000.00		
29.	GSD-21-97381/29 <b>STAPLER, PAPER FASTENING, OFFICE TYPE</b> # B8, HEAVY DUTY, ASSORTED COLOR, W/ STAPLE REMOVER, BOSTITCH  BRAND/MODEL: _____	100 PCS	₱ 28,000.00		
30.	GSD-21-97381/30 <b>STAPLE WIRE, STAPLING MACHINE</b> LIGHT DUTY, STANDARD WIRE, # 35, 26/6 SIZE  BRAND/MODEL: _____	100 BOXES	₱ 3,000.00		
31.	GSD-21-97381/31 <b>TRAY, DESK</b> DOUBLE, PLASTIC  BRAND/MODEL: _____	150 PAX	₱ 34,500.00		
32.	GSD-21-97381/32 <b>TWINE, PLASTIC</b> 1 KG/ROLL  BRAND/MODEL: _____	30 ROLLS	₱ 1,800.00		
33.	GSD-21-97381/33 <b>STAND, MAGAZINE</b> HARD BOARD, 5" W, 15" L, 10" H, DARK GREEN  BRAND/MODEL: _____	300 PCS	₱ 18,000.00		
34.	GSD-21-97381/34 <b>RUBBER BAND</b> # 18, 400 G/BOX  BRAND/MODEL: _____	25 BOXES	₱ 1,625.00		
35.	GSD-21-97381/35 <b>RECEPTACLE, WASTEPAPER, OFFICE TYPE</b> PLASTIC, 8 1/2" W, 11 1/2" L, 10 1/2" H, OVA  BRAND/MODEL: _____	100 PCS	₱ 4,000.00		
36.	GSD-21-97381/36 <b>PERFORATOR, PAPER, DESK</b> HEAVY DUTY, 2 HOLES, 6 MM  BRAND/MODEL: _____	75 PCS	₱ 13,500.00		
37.	GSD-21-97381/37 <b>MARKER, FELT TIP</b> FOR WHITEBOARD, NON-REFILLABLE, BLACK  BRAND/MODEL: _____	150 PCS	₱ 5,250.00		
38.	GSD-21-97381/38 <b>COMPACT DISC, RECORDABLE</b> 700 MB/80 MIN, W/ INDIVIDUAL PLASTIC CASE  BRAND/MODEL: _____	250 PCS	₱ 6,250.00		
39.	GSD-21-97381/39 <b>COMPACT DISC, REWRITABLE</b> 700 MB/80 MIN, W/ PLASTIC CASE  BRAND/MODEL: _____	300 PCS	₱ 10,500.00		

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40.	GSD-21-97381/40 <b>BINDER, SPIRAL</b> 1 3/4" DIA, 44" L, BLACK  BRAND/MODEL: _____	100 PCS	₱ 3,500.00		
41.	GSD-21-97381/41 <b>BINDER, SPIRAL</b> 1 1/2" DIA, 44" L, BLACK  BRAND/MODEL: _____	100 PCS	₱ 3,000.00		
42.	GSD-21-97381/42 <b>BINDER, SPIRAL</b> 3/8" DIA, 44" L, BLACK  BRAND/MODEL: _____	150 PCS	₱ 1,200.00		
43.	GSD-21-97381/43 <b>BINDER, SPIRAL</b> 5/8" DIA, 44" L, BLACK  BRAND/MODEL: _____	175 PCS	₱ 2,625.00		
44.	GSD-21-97381/44 <b>BINDER, SPIRAL</b> 2" DIA, 44" L, BLACK  BRAND/MODEL: _____	100 PCS	₱ 3,500.00		
45.	GSD-21-97381/45 <b>PAPER, PHOTO</b> A4, HIGH QUALITY GLOSSY FINISH, 20 SHTS/ PACK  BRAND/MODEL: _____	50 PACKS	₱ 3,750.00		
46.	GSD-21-97381/46 <b>PAPER, MULTICOPY, 80 GSM</b> SUBS 24 (80 GSM), 8 1/2 W X 13 L, 500 SHTS/REAM  BRAND/MODEL: _____	1,000 REAMS	₱ 150,000.00		
47.	GSD-21-97381/47 <b>CORRECTION TAPE</b> DISPOSABLE, USABLE LENGTH OF 6 METERS (MIN), 5MM WIDTH, 0.02MM (MIN) THICKNESS, WHITE OPAQUE, WITH PROTECTIVE CAP  BRAND/MODEL: _____	750 PCS	₱ 11,250.00		
49.	GSD-21-97381/49 <b>CLIP, BINDER, 25MM</b> 1"(25 MM) W, BLACK,  BRAND/MODEL: _____	5,000 PCS	₱ 10,000.00		
50.	GSD-21-97381/50 <b>CLIP, BINDER,</b> 2" W, BLACK  BRAND/MODEL: _____	3,500 PCS	₱ 17,500.00		
51.	GSD-21-97381/51 <b>CLIP, BINDER</b> 1 5/8", BLACK  BRAND/MODEL: _____	3,000 PCS	₱ 9,000.00		
52.	GSD-21-97381/51 <b>TAPE, PACKAGING</b> PACKAGING, WIDTH: 48MM  BRAND/MODEL: _____	500 ROLLS	₱ 12,500.00		

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53.	GSD-21-97381/53 <b>SCISSORS</b> OFFICE TYPE, STAINLESS STEEL, 7" OVAL HEAVY DUTY  BRAND/MODEL: _____	200 PCS	₱ 8,000.00		

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: ( ) WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO  
( ) \_\_\_\_\_
- DELIVERY POINT: TRANSCO-HEAD OFFICE WAREHOUS, DILIMAN, Q.C. (c/o J.M. Ilagan)
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON FULL DELIVERY AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- 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.

**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. Receipts must be BIR compliant (please see below).

Please issue an **Invoice/Receipt** to:

Name: National Transmission Corporation (TransCo)

Address: Power Center Agham Road Corner  
Quezon Ave., Diliman Quezon City

TIN: 223-242-186-000

If transaction is subject to VAT, kindly show as separate item the VAT amount (12%) in the:

**OFFICIAL RECEIPT** - for sale of SERVICES  
**SALES INVOICE** - for sale of GOODS or PROPERTIES

**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_  
(SIGNATURE AND DATE)

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

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

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