



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

REFERENCE NO.: GSD-21-97437 (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: 27 SEPTEMBER 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 THREE (3) 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-21-97437/1 PAPER, MULTI COPY, LEGAL, 8 1/2 X 13, 80GSM 80 GSM, SUBS 24 (80 GSM), 500 SHTS/REAM BRAND: _____ SUPPLIER TO PRESENT THEIR OFFERED BRAND	500 REAMS	₱145,000.00		
2.	GSD-21-97437/2 CORRECTION TAPE DISPOSABLE, USABLE LENGTH OF 6 METERS (MIN), 5MM WIDTH, 0.02MM (MIN) THICKNESS, WHITE OPAQUE, WITH PROTECTIVE CAP BRAND: _____	250 PCS	₱ 16,250.00		
3.	GSD-21-97437/3 STAND, MAGAZINE HARD BOARD, 5" W, 15" L, 10" H, DARK GREEN BRAND: _____ SUPPLIER TO PRESENT THE BRAND OFFER	300 PCS	₱ 37,500.00		

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NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
4.	GSD-21-97437/4 FOLDER, FILE WHITE, 14 POINTS, FOR LEGAL SIZE PAPERS/DOCUMENTS, TAGBOARD EQUIVALENT, 100 PCS/ PACK BRAND: _____ SUPPLIER TO PRESENT SAMPLE OFFER.	150 PACK	₱ 67,500.00		
5.	GSD-21-97437/5 FOLDER, TAGBOARD FOR LEGAL SIZE DOCUMENTS, 100 PIECES PER PACK BRAND: _____ SUPPLIER TO PRESENT SAMPLE OFFER.	150 PACK	₱ 67,500.00		
6.	GSD-21-97437/6 BOARD, COVER, YELLOW A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM BRAND: _____ SUPPLIER TO PRESENT SAMPLE OFFER.	50 REAM	₱ 30,000.00		
7.	GSD-21-97437/7 BOARD, COVER, BLUE A4 SIZE (210 MM W X 297 MM L), 100 SHTS/REAM BRAND: _____ SUPPLIER TO PRESENT SAMPLE OFFER.	50 REAM	₱ 30,000.00		
8.	GSD-21-97437/8 STAPLE WIRE STAPLING MACHINE, HEAVY DUTY, SIZE:23/23, 7/8 23MM, 200 SHEETS CAPACITY BRAND: _____ SUPPLIER TO PRESENT BRAND OFFERED.	150 BOX	₱ 13,500.00		
9.	GSD-21-97437/9 STAPLER, PAPER FASTENING, OFFICE TYPE # B8, HEAVY DUTY, ASSORTED COLOR, W/ STAPLE REMOVER, PREFERABLY BOSTITCH BRAND/MODEL: _____	150 PCS	₱ 60,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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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).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)

(MOBILE NO. & EMAIL ADD)