



NATIONAL TRANSMISSION CORPORATION
RESOURCE MANAGEMENT SERVICES GROUP
TransCo Annex Bldg., Diliman, Quezon City
Tel. No. 7902-1133 / 7902-1500 LOC. 1133

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

REFERENCE NO.: TCMD-22-97854 (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: 04 JULY 2022/3:00 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 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)	
1.	TCMD-22-97854/1 VEHICLE FOR INSPECTION A PASSENGER VAN OR PICK-UP VEHICLE WITH AN ENGINE DISPLACEMENT EXCEEDING 2500CC, IF GASOLINE-FED; OR 3000CC, IF DIESEL-FED; AND/OR WITH AN ENGINE EXCEEDING FOUR (4) CYLINDERS. THE VEHICLE SHOULD BE AIR-CONDITIONED, WELL MAINTAINED, AND THE VEHICLE YEAR MODEL IS NOT MORE THAN FIVE (5) YEARS FROM THE START OF THE CONTRACT (SEE ATTACHED TERMS OF REFERENCE) KINDLY PROVIDE COPY OF OR/CR.	2 UNITS	₱ 80,000.00		

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: () JULY 11 – 15, 2022
() _____
- DELIVERY POINT: ILOILO CITY / CATICLAN, AKLAN
- 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 (2022)
4. BIR Certificate of Registration
5. Latest Income/Business Tax Return (2021)
6. Notarized Omnibus Sworn Statement (use applicable form)
7. 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. AND EMAIL ADDRESS)

TERMS OF REFERENCE

VEHICLE RENTAL IN VISAYAS DISTRICT 4 FOR TRANSCO ASSET INSPECTION

The SERVICE PROVIDER shall provide adequate and safe transportation service to National Transmission Corporation (TransCo) Inspection Team/s or any authorized personnel to monitor the condition of the transmission lines, power substations, cable terminal stations, repeater stations, and/or any other areas located in the vicinity of the transmission system in accordance with the approved Annual Inspection Schedule.

1.0 Objective:

To perform asset inspection of transmission lines, power substations, cable terminal stations, repeater stations, and/or any other facilities in order to monitor the performance or status of the transmission system which is being operated and maintained by the Concessionaire within Visayas.

2.0 Scope of Service:

2.1 The scope of vehicle rental shall be used to transport the TransCo Inspection Team/s or any authorized personnel within Visayas. The vehicle will serve as TransCo service during the whole period of inspection. The vehicle rental covers various pick-up points to the areas to be inspected. Details are as follows:

Inspection Schedule for July 11 - 15, 2022					
SITE	DATE	FACILITIES	ADDRESS	VEHICLE NEEDED	PICK-UP / DROP-OFF POINTS
1. District 4 Visayas O&M	July 11 - 15, 2022	Sta. Barbara Substation	Café, Sta. Barbara, Iloilo	Two (2) passenger van or pick-up with camper shell	Iloilo City / Caticlan, Aklan
		Dingle Substation	Tinucuan, Dingle, Iloilo		
		Barotac Viejo Substation	San Juan, Barotac Viejo, Iloilo		
		Concepcion Substation	Nipa, Concepcion, Iloilo		
		Panit-an Substation	Timpas, Panit-an, Capiz		
		San Jose Substation	Igbonglo, San Jose, Antique		
		Nabas Substation	Solido, Nabas, Aklan		
		San Juan Cable Terminal Station	San Juan, Barotac Viejo, Iloilo		
		Malay Load-End Station	Manoc-Manoc, Malay, Aklan		
		Iloilo Substation	Brgy. Ingore, La Paz, Iloilo		

2.2 The vehicle rental shall include a professional driver, fuel, parking or toll fees, **passengers accident insurance** including third party liabilities plus a property damage and or any additional charges. It is understood that there will be no additional fees for each inspection schedule shall be charge to TransCo as it is understood that the charges shall be inclusive of all incurring expenses.

2.3 The number of vehicle required may depend on the number of TransCo Inspection Team or any authorized personnel listed in the approved inspection plan.

3.0 Type of Vehicle:

A passenger van or pick-up vehicle with an engine displacement exceeding 2500cc, if gasoline-fed; or 3000cc, if diesel-fed; and/or with an engine exceeding four (4) cylinders. The vehicle should be air-conditioned, well maintained, and the vehicle year model is not more than five (5) years from the start of the contract.

4.0 Contract Duration:

4.1 Contract period shall be from **July 11 to 15, 2022** as specified under **Item 2.0 Scope of Service** which will commence upon awarding of the contract.

4.2 The Inspection Schedule has a corresponding approved Inspection Plan with a regular schedule of five (5) days in a week from Monday to Friday including regular and special holidays on which may be changed or extended for reasons of completing/attaining the objectives as specified under **Item 1.0** or due to force majeure events such as but not limited to inclement weather, typhoon, earthquake, etc.

4.3 The contract shall be based on the actual services rendered relative to the **Inspection Schedule as specified under Item 2.0 Scope of Service**. It is further understood that in each inspection schedule, the whole period of the inspection activities starting from the arrival until the end of the activities of the TransCo Inspection Team/s or any authorized personnel at the designated pick-up and drop-off points.

5.0 General Provisions:

5.1 The SERVICE PROVIDER should be a duly licensed vehicle rental service operator which shall provide transportation service for the TransCo Inspection Team/s or any or any authorized personnel within Visayas.

- 5.2 The SERVICE PROVIDER agrees that the contract shall cover from the pick-up and drop-off points of passengers during the whole period of inspection schedule as indicated in the approved Inspection Plan. This will include but not be limited to carrying other persons not in the list of passengers that may require transport in the course of actual activities such as additional manpower, stakeholders/guests, media personnel, operatives or guides, etc.;
- 5.3 The SERVICE PROVIDER shall prepare a log sheet/trip ticket report for every scheduled inspection that include the name of passengers and destination which will be reviewed and signed/certified correct by the passenger.
- 5.4 The SERVICE PROVIDER shall designate its authorized representative for this service contract. The designated representative will be responsible in coordinating with TransCo Inspection Team/s or any authorized personnel for the inspection activities through email/telephone/mobile or written communications;
- 5.5 TransCo shall provide an approved inspection plan corresponding to the inspection schedule under **Item 2.0 Scope of Service** prior to the activity. The SERVICE PROVIDER shall make the vehicle available and provide services at any time;
- 5.6 The SERVICE PROVIDER shall coordinate and take instructions from any of the TransCo Inspection Team/s or any authorized personnel during the contract implementation;
- 5.7 The SERVICE PROVIDER shall not charge TransCo for any cancelled inspection schedules. It is understood that the charges shall be computed based only on the actual services rendered as specified under **Item 6.0 Contract Amount**;
- 5.8 The SERVICE PROVIDER, during the effectivity of the 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 damages to property, injuries, or death.

6.0 Contract Amount:

- 6.1 The maximum amount for the service contract shall be based on the Approved Budget for Contract (ABC) amounting to **P 80,000** inclusive of all cost, VAT, Taxes, and other charges and without provision for price escalation;
- 6.2 The amount payable shall be based on the actual services rendered relative to the Inspection Schedule.

6.3 In case of failure to provide the required vehicle shall result to a penalty subject to the provisions of the **IRR of RA9184** and shall be deducted from the receivables of the SERVICE PROVIDER.

7.0 Responsibilities of SERVICE PROVIDER and TransCo:

7.1 Responsibility of SERVICE PROVIDER

- a)** The SERVICE PROVIDER is responsible for all necessary permits, licenses, taxes, and fees, etc. to all concerned regulatory agencies to operate vehicle rental/for hire services;
- b)** The SERVICE PROVIDER shall provide in the vehicle at all times copies of its registration papers, insurance certificate cover, including copies of official receipts thereon;
- c)** The SERVICE PROVIDER must provide fuel, parking or toll fees, if any and **passengers accident insurance** including third party liabilities plus a property damage;
- d)** The SERVICE PROVIDER shall provide vehicle in excellent condition at all times, based on the following:
 - Roadworthiness
 - Well maintained engines and other mechanical parts and tires
 - Efficient air-conditioning unit
- e)** The SERVICE PROVIDER shall provide a replacement vehicle immediately in case of breakdown or any mechanical failure at no additional cost and the replacement vehicle shall be similar or higher in model and requirements as indicated in **Item 3.0 Type of Vehicle;**
- f)** The repair and maintenance of the vehicle and traffic violation fines shall be for the sole and exclusive account of the SERVICE PROVIDER. In connection to this, the SERVICE PROVIDER shall constantly provide an emergency fund to be kept with the driver for emergency repair and maintenance; and
- g)** The SERVICE PROVIDER shall provide a log sheet/trip ticket to record the name of their passengers including the destination on a daily basis which will be signed/certified correct by the passenger and shall submit the same to TransCo Inspection Team/s or thru General Services Department.

7.2 Responsibility of **TransCo**

- a) The authorized passenger to be provided in the contract implementation who will coordinate with the SERVICE PROVIDER for each activity is understood to have secured the necessary clearances from TransCo;
- b) TransCo will inform the SERVICE PROVIDER or the designated authorized representative for each activity thru email/telephone/mobile or written communications;
- c) TransCo shall provide the SERVICE PROVIDER of the approved inspection plan that indicates the locations/areas to be inspected and the itinerary of the inspection;
- d) TransCo Inspection Team/s or any authorized personnel will proceed to the designated take-off point/s as specified under **Item 2.0 Scope of Service**, and
- e) TransCo shall notify the SERVICE PROVIDER in advance in case there are changes in the inspection schedule.

8.0 **Terms of Payment:**

- 8.1 Billing Statement/Service Invoice by the SERVICE PROVIDER shall be processed every after the completion of inspection activity upon submission of all necessary documents required by TransCo including but not limited to the itinerary of travels, log sheet/trip ticket signed/certified by passenger and other applicable documents;
- 8.2 TransCo shall pay the SERVICE PROVIDER within thirty (30) calendar days upon receipt of Billing Statement/Service Invoice with all the required supporting documents;
- 8.3 Winning bidder shall, on the other hand issue corresponding BIR compliant Official Receipt to the National Transmission Corporation (TransCo) as a pre-requisite for the release of check payment;
- 8.4 All payments stipulated above shall be subject to the standard accounting and auditing procedures of TransCo.