



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

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

REFERENCE NO.: HRD-18-95824(ECA)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **ARGAÑOZA, EILEEN**

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 ADMINISTRATION OFFICE, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: JUNE 26, 2018/10:00 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 (ecarganoza@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,

ROSSANA F. PAGUIO
Manager, General Services 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.	TRAINING PROVIDERS ON GAD SEMINAR FOR FAMILY: BALANCED LIVING No. of Batches: One (1) No. of Pax: 140 pax Date: June 29, 2018 Venue: TransCo Multi-Purpose Hall, Diliman, Q.C. Upon completion of this training, the participants will be able to: A. Synthesize the basic unit-societal influencers about the keys to a more meaningful family relationships. B. Make decisions in a bigger perspective taking into account the feelings and welfare of the family members.	1 LOT	₱ 25,000.00		

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	<p>1. Scope of Service:</p> <p>I. Training Program – The training provider shall design a training program customized to the needs of TransCo employees and their family members. Training module shall focus on the training objectives. Lecturer/s shall be engage the participants in a lively discussion.</p> <p>II. Resource Person – At least one (1) competent Resource Person shall be engaged for this training.</p> <p>III. Training Module Design – Details of the module design/outline shall be given to TransCo Gender and Development Secretariat in soft copy at least two (2) days before the conduct of the training.</p> <p>2. Contract Duration: The program shall be conducted on June 29, 2018.</p> <p>3. Documents to be submitted by the Training Provider:</p> <p>A. Company Profile - indicating the years of existence in the business, company affiliations and list of clients handled in the past.</p> <p>B. Curriculum Vitae of the Resource Person/s - must provide credentials as to the number of years of experience, relevant training programs conducted and professional affiliations.</p> <p>C. Post Training Evaluation Report shall be given to TransCo HRD 1 week after the conduct of the trainings.</p> <p>TRAINING PROVIDER REQUIREMENTS:</p> <p>1) Must provide a complete, comprehensive and detailed presentation of the topics to be discussed and the methodology to be used in the conduct of the program.</p> <p>NOTE:</p> <p>1) Offer should include speaker’s fees & transportation (Metro Manila), secretariat services, participant’s certificate of completion, hand-outs/training kit for the participants, and comprehensive documentation/terminal report with recommendations.</p> <p>2) TransCo will handle the venue, meal expenses, sound system, laptop and overhead projector.</p> <p>- Kindly indicate all the inclusions in your proposal.</p>				

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: JUNE 29, 2018
- DELIVERY POINT: C/O TRANSCO - HRD, DILIMAN, Q.C.
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS COMPLETION AND ACCEPTANCE OF THE TRAININGS CONDUCTED AND UPON RECEIPT OF BILLING/STATEMENT OF ACCOUNT AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

- WARRANTY: _____

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).
3. **Please refer to Item 3 above for the complete documentary requirements.**
4. **Please refer to the attached Terms of Reference for the complete specifications of this requirement.**

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**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return**
6. **Omnibus Sworn Statement**
7. Receipts and Billing Statements/Invoices must be **BIR compliant** (please see below).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)