



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-18-95880(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: JULY 16, 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 FOUR (4) 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 PROVIDER ON MICROSOFT EXCEL 2010 COURSE - Inclusive of Participants' Transportation (from and to the venue and vice versa) and Meals (Lunch, AM and PM Snacks) No. of Batches: Three (3) No. of Pax: 30 pax per batch Inclusive Dates: 1 st Batch: August 2-3, 2018 2 nd Batch: August 6-7, 2018 3 rd Batch: August 9-10, 2018 Venue: Provider's Training Site Please refer to the attached Terms of Reference (TOR) for the complete specifications of the requirement.	90 Sets	₱ 333,000.00		

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				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
2.	<p>TRAINING PROVIDER ON MICROSOFT POWERPOINT 2010 COURSE</p> <p>No. of Batches: Two (2) No. of Pax: 30 pax per batch Inclusive Dates: 1st Batch: August 13-14, 2018 2nd Batch: August 16-17, 2018 Venue: TransCo Multi-Purpose Hall</p>	60 Sets	₱ 162,000.00		
3.	<p>TRAINING PROVIDER ON MICROSOFT PUBLISHER 2010 COURSE</p> <p>No. of Batches: One (1) No. of Pax: 30 pax per batch Inclusive Dates: September 23-24, 2018 Venue: Venue: TransCo Multi-Purpose Hall</p>	30 Sets	₱ 90,000.00		
	<p>1. Scope of Service for the Three (3) Training Programs:</p> <p>I. Training Program – The training provider shall design a training program customized to the needs of TransCo. Training module shall focus on the set training objectives. The three (3) training programs shall cover comprehensive discussion on the topics, hands-on application through simulation exercises that will enhance participant’s learning and competency. Lectures shall be augmented by appropriate/applicable workshops to support learning.</p> <p>II. Resource Person – At least one (1) competent Resource Person for each Training Program shall be engaged.</p> <p>III. Facilitators – Adequate number of Program Facilitators sufficient to manage and process at least 30 participants per training shall be provided.</p> <p>IV. Training Module Design – Details of the module design including presentation materials shall be given to TransCo-HRD in hard and soft copy at least two (2) weeks before the conduct of the training.</p> <p>2. 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. Statement of all Government and Private Completed and On-going Contracts for the last two (2) years (Please refer to Annex A).</p> <p>C. 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>D. Post Training Evaluation Report shall be given to TransCo HRD 1 week after the conduct of the trainings.</p>				

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	<p><u>TRAINING PROVIDER REQUIREMENTS:</u></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>2. Conduct Pre-Test and Post-Test.</p> <p><u>NOTE:</u></p> <p>1) Offer should include speaker’s fees & transportation (Metro Manila), secretariat services, participants’ certificates of completion, and hand-outs/training kits for the participants.</p> <p>2) For MS Powerpoint and Publisher Trainings, TransCo will provide the venue, meal expenses, sound system, 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: PLEASE REFER TO THE ABOVE TRAINING SCHEDULES.
- DELIVERY POINT: MS EXCEL 2010 TRAINING – PROVIDER’S TRAINING SITE
MS POWERPOINT 2010 TRAINING – TRANSCO MULTI-PURPOSE HALL, DILIMAN, Q.C.
MS PUBLISHER 2010 TRAINING – TRANSCO MULTI-PURPOSE HALL, 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 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).

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)