



NATIONAL TRANSMISSION CORPORATION
 GENERAL SERVICES DIVISION
 CORPORATE SERVICES GROUP
 TransCo-Power Center Complex, Diliman, Quezon City
 Tel. Nos. 902-1500 Local 1627
 Fax Nos. 914-62-09

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

REQUEST FOR QUOTATION

REFERENCE No. HRD-18-95913(ESL)

Name of Company: _____

Address : _____

Tel/Fax No. : _____

Sir/Madam:

Please provide us with your best quotation and submit the same to the above assigned purchasing officer on or before 10:00 AM on quote closing date at ADMINISTRATION OFFICE, Ground Floor, TRANSCO Annex Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: AUGUST 9, 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 (eslenon/ecarganoza@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 CONDITIONS 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

ITEM NO.	DESCRIPTION	QTY	(ABC in PhP) VAT Inclusive	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE)	
1	HRD-18-95913 MEALS FOR MICROSOFT POWERPOINT TRAINING (LUNCH, AM AND PM SNACKS FOR THE IN-HOUSE TRAINING) TECHNICAL SPECIFICATIONS: 1. MEALS CONSIST OF THE FOLLOWING: I. AM SNACKS II. PM SNACKS III. BUFFET LUNCH IV. MAIN COURSE (AT LEAST 1 VARIANT OF MEAT OR FISH AND 1 VARIANT OF VEGETABLES) V. RICE VI. DESSERT VII. BEVERAGE/OVERFLOWING COFFEE AND WATER	124 SET	74,400.00		

<p>2. DATE & TIME OF DELIVERY: I. AUGUST 13-14, 2018 (31PAX/DATE) II. AM SNACKS -10:00AM III. LUNCH -11:30AM IV. PM SNACKS -3:30PM</p> <p>3. DATE & TIME OF DELIVERY: I. AUGUST 16-17, 2018 (31PAX/DATE) II. AM SNACKS -10:00AM III. LUNCH -11:30AM IV. PM SNACKS -3:30PM</p> <p>VENUE : TRANSCO MULTIPURPOSE HALL</p> <p>NUMBER OF PAX: 31PAX/DATE FOR 4 DAYS</p> <p>NOTE: Please attach menu in your quotation.</p>				
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TOTAL AMOUNT (VAT EXCLUSIVE) _____
ADD: APPLICABLE VAT (___%) _____
TOTAL NET AMOUNT (VAT INCLUSIVE) _____

NOTE: 1. ALTERNATE OFFER IS NOT ALLOWED.
2. BIDS THAT EXCEEDS THE APPROVED BUDGET FOR THE CONTRACT (ABC) SHALL BE AUTOMATICALLY REJECTED.

SPECIAL INSTRUCTION : INTERESTED SUPPLIER MUST VIEW/DOWNLOAD THE ATTACHED DOCUMENT IN THE ASSOCIATED COMPONENT TO BE INCLUDED IN THE DOCUMENT REQUEST LIST (DRL) AT PHILGEPSS.

FIXED TERMS (PLEASE INCLUDE IN YOUR OFFER):

- BID PRICE VALIDITY : AT LEAST 60 DAYS FROM QUOTED CLOSING DATE
- DELIVERY PERIOD : () 4 CALENDAR DAY () BEST OFFER _____
- DELIVERY POINT : TRANSCO HEAD OFFICE, POWER CENTER, DILIMAN, QUEZON CITY
- PAYMENT TERMS : WITHIN 30 CALENDAR DAYS UPON DELIVERY AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED BY THE AWARDEE PRIOR TO ISSUANCE OF NOTICE OF AWARD:

1. PhilGEPSS Registration Number/Certificate of PhilGEPSS Registration (for Platinum)
2. DTI/SEC Registration Certificate
3. Mayor’s Permit/Business Permit
4. BIR Certificate of Registration
5. Latest Income/Business Tax Return
6. Notarized Omnibus Sworn Statement
7. Receipts must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED:_____

(Signature Over Printed Name/Date)

(Designation)

(Email Address/es)

(Office and Mobile No.)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **ENRIQUETA S. LENON**
902-1500 loc. 1627