



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

REFERENCE NO.: OP-18-95541 (RMM)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **ROGELIO M. MABULAY JR.**

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: March 22, 2018/3:00 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 (rmmabulay@transco.ph)** at the option of the offeror, properly marked with the reference number. This bid document comprises five (5) 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	Supply of Services for the Assessment (Pre-Assessment, Stage 1 & 2) & 2 Surveillance Audits of Transco's Quality Management System (ISO 9001:2015) Scope of Work: 1. ASSESSMENT 1.1 PRE-ASSESSMENT ----- 1.2 STAGE 1 AUDIT ----- 1.3 STAGE 2 AUDIT ----- 2. SURVEILLANCE AUDITS 2 nd year or 1 st Surveillance Audit----- 3 rd year or 2 nd Surveillance Audit-----	1 LOT	₱612,000.00		
				_____	_____
				_____	_____
				_____	_____
				_____	_____
				_____	_____

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (12%) _____

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:** Three (3) Years
- **DELIVERY POINT:** TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O M. T. JAVILLO
- **PAYMENT TERMS:** WITHIN 30 CALENDAR DAYS UPON DELIVERY AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:

1. PhilGEPS Registration Number
2. DTI/SEC Registration Certificate
3. Mayor's Permit/Business Permit
4. BIR Certificate of Registration
5. Latest Income Tax Returns
6. Certificate of Accreditation from Bureau of Product Standards (BPS) or Philippine Accreditation Office (PAO) or Certificate of Accreditation / Conformance to ISO/IEC 17011:2004 issued by PAB-DTI;
7. Omnibus Sworn Statement (may submitted by the AWARDEE before issuance of Notice of Award)
8. List of Key Personnel proposed to be assigned to the Contract;
9. Key Personnel Curriculum Vitae / Bio-data
10. Bar Schedule to include detailed activities covered by the Scope of Works in consonance with the schedule of submission of end products;
11. Manpower Schedule;
12. Certification from the relevant Government of Office of their country stating Filipinos are allowed to participate in their Government procurement activities for the same item/product/services(for foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos)
13. Cost per man-day and total number of man-days.
14. Detailed Bid Price Computation
15. 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)

TERMS OF REFERENCE

Supply of professional service for the Assessment (Pre-Assessment, Stage 1 & Stage 2) and Surveillance Audits of National Transmission Corporation (TransCo) Quality Management System according to ISO 9001:2015.

1.0 Scope of Work

1.1 Perform the following activities:

- a. Assessment
 - a.1. Pre-assessment
 - a.2. Stage 1 Audit
 - a.3. Stage 2 Audit
- b. Surveillance audits
 - b.1. 2nd year
 - b.2. 3rd year

1.2 Number of employees per site

- a. Head Office- 245
- b. Field Office
 - b.1. Baguio – 15
 - b.2. Bataan – 21
 - b.3. Cebu – 11
 - b.4. Davao – 12

1.3 Location of Offices and sites (Refer to Annex A)

2.0 Terms of Payment

Budget Fees to be paid upon completion of each activity based on the cost per man-day and total number of man-days.

Note:

➤ Payment shall be made after every audit activity subject to submission of the following documents:

1. Complete Audit Report of each audit activity
 - a. **Assessment**
 - a.1. *Pre-assessment*
 - a.2. *Stage 1 Audit*
 - a.3. *Stage 2 Audit*
 - b. **Surveillance audit**
 - b.1. 2nd year
 - b.2. 3rd year
2. Certificate of Work Acceptance by authorized TransCo Representative.
3. Billing Statement

➤ Partial Payment will be given after completion of each activity.

3.0 Obligations of TransCo

- 3.1 Accompany the Contractor to the exact location of each site.
- 3.2 Make the employees available for the conduct of the audit.
- 3.3 Shoulder airfare, in-land transportation and board and lodging per EO 248

5.0 Obligations of the contractor

- 5.1 Perform the Scope of work faithfully and competently within five (5) working days per stage of audit.
- 5.2 Submit manpower and man-day schedule for each activity upon signing of the contract.
- 5.3 Perform the pre-assessment, 1st and 2nd Stage audits within one week after notification by TransCo.
- 5.4 Submit report within ten (10) working days after completion of all phases of the project.
- 5.5 Submit certification within sixty (60) days.
- 5.6 Perform Surveillance Audit and submit corresponding report within ten (10) working days after completion.

6.0 Cost of Services

- 6.1 Cost per man-day and total number of man-days.
- 6.2 Total cost of services.

7.0 Qualification of Personnel

Minimum of *six (6) Auditors who have passed IRCA Registered Lead Auditor Training Course* assigned to the task with active QMS audit experience for the last five (5) years to reckon from date of opening of eligibility/proposal.

OFFICES AND SITES

Functional Groups	Sites		
	Head Office	Field Office	
1. Concession Contract Management Group	✓		Office of the Vice President with 3 Departments
2. Legal, ROW and Land Management Services Group	✓		Office of the Vice President with 3 Departments
- Cebu		✓	
- Davao		✓	
3. Corporate Services Group	✓		Office of the Vice President with 2 Departments, 6 Divisions
4. Office of the President	✓		Office of the President, Internal Audit Dept., Office of the Corporate Secretary and Utility Mgmt. Dept. w/c has Baguio Ecozone and AFAB
- Baguio		✓	
- Bataan		✓	
TOTAL			304 employees