



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: LEASE OF VENUE)**

REFERENCE NO.: HRD-17-95506(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: 15 December 2017/10:00 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)	
001	LEASE OF VENUE FOR CORPORATE YEAR-END TEAMBUILDING 2017 Date: December 19, 2017 (4:00 to 8:00 PM) No. of Pax: 295	295 sets	₱312,700.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____
 ADD: APPLICABLE VAT (___%) _____
 TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	19 DECEMBER 2017, 4:00PM to 8:00PM	[]	[]	
II.	LOCATION	YES	NO	
1.	NEAR THE TRANSCO HEAD OFFICE	[]	[]	
2.	WITH PARKING	[]	[]	
III.	VENUE	YES	NO	
1.	STRUCTURAL CONDITION:			
A.	THE FOUNDATION IS MADE OF CONCRETE AND STRUCTURAL STEEL MATERIALS OR COMBINATION OF BOTH.	[]	[]	
2.	FUNCTIONALITY OF FUNCTION ROOM			
A.	AVAILABILITY OF ONE (1) AIR-CONDITIONED FUNCTION ROOM FOR 295 PAX ON 19 DECEMBER 2017, 4:00 to 8:00 PM	[]	[]	
B.	AMENITIES INCLUDE:			
I.	AT LEAST 3 MICROPHONE UNITS	[]	[]	
II.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
III.	PROJECTOR SCREEN AND TABLE FOR LCD PROJECTOR	[]	[]	
IV.	PODIUM	[]	[]	
V.	WHITEBOARD AND/OR FLIPCHART AND MARKERS	[]	[]	
C.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
3.	FACILITIES:			
A.	CONTINUOUS WATER SUPPLY & ACCESSIBLE COMFORT ROOM	[]	[]	
B.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
C.	ACCESSIBLE EMERGENCY EXIT AND ALARM, STANDBY FIRE EXTINGUISHER AND AUTOMATIC SPRINKLER	[]	[]	
D.	AVAILABLE TELEPHONE WITHIN THE PREMISES OF THE BUILDING	[]	[]	
E.	ADEQUATE GUARDED PARKING SPACE	[]	[]	
F.	24 HOUR FRONT DESK ASSISTANCE	[]	[]	
4.	OTHER REQUIREMENTS:			
A.	PROVISION OF JANITORIAL AND MAINTENANCE SERVICES	[]	[]	
B.	AMBIANCE PROMOTES LEARNING	[]	[]	
C.	ADEQUATE SECURITY SERVICE (24/7)	[]	[]	
5.	CATERING SERVICES:			
A.	BUFFET MENU CONSISTING OF THE FOLLOWING:			
I.	DINNER FOR 250 PAX ON 19 DECEMBER 2017	[]	[]	
II.	MAIN COURSE (AT LEAST 1 VARIANT OF BEEF, 1 VARIANT OF SEAFOOD, 1 VARIANT OF VEGETABLES, SOUP AND DESSERT)	[]	[]	
III.	RICE	[]	[]	
IV.	BEVERAGE/FREE FLOWING COFFEE AND WATER	[]	[]	
V.	MEALS ARE GOOD FOR 295 PERSONS	[]	[]	
B.	DATE AND TIME OF DELIVERY:			
I.	19 DECEMBER 2017	[]	[]	
II.	DINNER: 6:30 PM	[]	[]	

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: () 7 CALENDAR DAYS () _____
- DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O M. T. JAVILLO

REFERENCE NO.: HRD-17-95506(ECA)

- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/SERVICES RENDERED 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.

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. Receipts must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)