



**SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM
(NEGOTIATED PROCUREMENT: LEASE OF VENUE)**

REFERENCE NO.: HRD-17-95183(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: MAY 3, 2017/3:00 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 (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 AND ACCOMODATION FOR THE TWO (2) DAY TRAINING PROGRAM ON RLMSD'S PROCEDURE WRITING WORKSHOP	1 LOT	₱200,000.00		

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

TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	11-13 MAY 2017	[]	[]	
II.	LOCATION	YES	NO	
1.	DISTRICT 1, CEBU CITY	[]	[]	
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.	FREE USE OF ONE (1) AIR-CONDITIONED FUNCTION ROOM ON: 11-13 MAY 2017 FOR 26 PERSONS	[]	[]	
B.	SECRETARIAT'S TABLE (CLASSROOM SETUP) FOR AT LEAST 7PAX	[]	[]	
C.	ROOM MUST NOT CONTAIN PILLARS	[]	[]	
D.	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	[]	[]	
VI. WAIVED CHARGES FOR USE OF LAPTOPS AND PROJECTOR	[]	[]	
VII. WELCOME STREAMER	[]	[]	
VIII. FREE WELCOME DRINKS	[]	[]	
E. COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
F. AREA SHOULD ACCOMMODATE AT LEAST 26 PARTICIPANTS	[]	[]	
3. ROOM ARRANGEMENTS:			
A. AT LEAST TWIN SHARING FOR 24 PERSONS (12 ROOMS) ON 11-13 MAY 2017 INCLUSIVE OF BUFFET BREAKFAST, ON 12-13MAY 2017 (3D/2N)	[]	[]	
B. AT LEAST SINGLE ROOM FOR 6 PERSONS(6 ROOMS) ON 11-13 MAY 2017 INCLUSIVE OF BUFFET BREAKFAST, ON 12-13 MAY 2017 (3D/2N)	[]	[]	
4. FACILITIES:			
A. CONTINUOUS WATER SUPPLY & ACCESSIBLE COMFORT ROOM	[]	[]	
B. COMPLIANCE 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. AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
F. ADEQUATE GUARDED PARKING SPACE	[]	[]	
G. FREE WI-FI INTERNET ACCESS	[]	[]	
H. 24 HOUR FRONT DESK ASSISTANCE	[]	[]	
I. FREE USE OF INDOOR FACILITIES AND OUTDOOR SPORTS FACILITIES	[]	[]	
J. MEDICAL SERVICES: ON-CALL NURSE	[]	[]	
5. OTHER REQUIREMENTS:			
A. PROVISION OF JANITORIAL AND MAINTENANCE SERVICES	[]	[]	
B. AMBIENCE PROMOTES LEARNING	[]	[]	
C. ADEQUATE SECURITY SERVICE (24/7)	[]	[]	
6. CATERING SERVICES			
A. MEALS CONSIST OF THE FOLLOWING:			
I. AM SNACKS FOR TWO (2) DAYS (MAY 12 AND 13, 2017)	[]	[]	
II. PM SNACKS FOR ONE (1) DAY (MAY 12, 2017)	[]	[]	
III. BUFFET LUNCH FOR TWO (2) DAYS (MAY 12 AND 13, 2017)	[]	[]	
IV. BUFFET DINNER FOR TWO (2) DAYS (MAY 11 AND 12, 2017)	[]	[]	
V. MAIN COURSE (AT LEAST 1 VARIANT OF MEAT, 1 VARIANT OF SEAFOODS AND 1 VARIANT OF VEGETABLES)	[]	[]	
VI. RICE	[]	[]	
VII. DESSERT	[]	[]	
VIII. BEVERAGE/FREEFLOWING COFFEE AND WATER	[]	[]	
IX. MEALS ARE GOOD FOR 32-35 PERSONS	[]	[]	
B. DATE AND TIME OF DELIVERY:			
I. 11-13 MAY 2017	[]	[]	
II. AM SNACKS - 10:00AM	[]	[]	
III. LUNCH - 12:00NN	[]	[]	
IV. PM SNACKS - 3:00PM	[]	[]	
V. DINNER - 7:00PM (UPON ARRIVAL OF THE PARTICIPANTS)ON MAY 11, 2017	[]	[]	
- 6:00PM ON MAY 12, 2017	[]	[]	

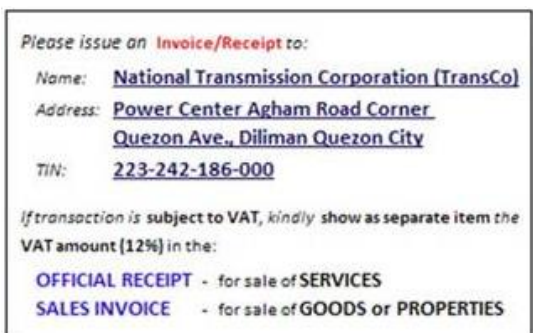
NOTE : ALTERNATE OFFERS ARE NOT ALLOWED
 Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.
SPECIAL INSTRUCTION : Interested suppliers must view/download the attached document in the Associated Component to be included in the Document Request List (DRL).

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
- 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.
- 3. Certificate of PhilGEPS Registration**
- 4. DTI/SEC Registration Certificate**
- 5. Mayor’s Permit/Business Permit**
- 6. BIR Certificate of Registration**
- 7. Latest Income/Business Tax Return**
- 8. Omnibus Sworn Statement (to be submitted by the AWARDEE before issuance of Notice of Award)**
9. Receipts must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

 (NAME AND DESIGNATION)

 (NAME OF COMPANY)