



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

REFERENCE NO.: HRD-18-95811(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 23, 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 (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 PROVIDERS ON RISK-BASED THINKING WORKSHOP No. of Batches: One (1) No. of Pax: 50 pax Date: May 30, 2018 to June 1, 2018 Venue: Within Metro Manila Upon completion of this training, the participants will be able to: A. Understand how risk management affects decision-making. B. Conduct a risk analysis by drawing up a risk profile and using a risk matrix. C. Identify risks / uncertainties to achieving a set of objectives and expected results. D. Decide how to act on the uncertainties within the framework of planning. E. Determine and implement appropriate risk response strategies based on risk analysis.	1 LOT	₱ 50,000.00		

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	<p>F. Monitor and control identified and emerging risks based on risk plan and project execution results.</p> <p>G. Identify organizational risk.</p> <p>1. Scope of Service: The service to be performed shall cover the following:</p> <p>I. Training Program – The training provider shall design a training program customized to the needs of TransCo. Training modules design shall be focused on the set training objectives. The training program 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 Persons – At least one (1) competent Resource Person experts in particular discipline/field covered by the above program shall be engaged for these workshops..</p> <p>III. Facilitators – One (1) Program Facilitator sufficient to manage and process the participants per workshop 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 workshop.</p> <p>2. Methodology: The Resource Person shall be responsible in employing the appropriate approach for the conduct of an effective program.</p> <p>3. Contract Duration: The program shall cover the following sessions:</p> <p>I. Risk Based Thinking Workshop – The session shall be for three (3) consecutive days at the venue designated by TransCo.</p> <p>4. Training Materials: Handouts and supplies shall be borne by the provider and be given to the participants during the training.</p>				

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	<p>5. 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 completed and on-going contracts for the last 2 years (See attached 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> <p>6. Others:</p> <p>a. Venue: To be advised by TransCo HRD</p> <p>b. Certificate of Completion will be provided by the Training Provider</p> <p>c. TransCo will provide the overhead projector and sound system</p> <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><u>NOTE:</u></p> <p>1) Offer should include speaker's fees & transportation (Metro Manila), secretariat services, participant's certificate of completion, hand-outs/training kit for the participants, and comprehensive documentation/terminal report with recommendations.</p> <p>2) TransCo will handle 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 SCHEDULES
 - DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O M. T. JAVILLO

REFERENCE NO.: HRD-18-95811 (ECA)

- 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 to Item 5 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)