



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

REFERENCE NO.: HRD-18-95816(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: 21 May 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 (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, ACCOMMODATION AND MEALS FOR THE TWO (2) DAY TRAINING PROGRAM ON LITIGATION UPDATES AND REVIEW OF EXISTING MANUAL OF OPERATIONS Date: May 24-25, 2018 (2D/1N) No. of Pax: 40	1 LOT	₱195,000.00		

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

TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	24-25 MAY 2018	[]	[]	
II.	LOCATION	YES	NO	
1.	TAGAYTAY 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. AVAILABLE ONE (1) AIR-CONDITIONED FUNCTION ROOM ON: 24-25 MAY 2018	[]	[]	

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B.	SECRETARIAT'S TABLE (CLASSROOM SETUP) FOR AT LEAST 7 PAX	[]	[]	
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.	FREE WELCOME DRINKS	[]	[]	
E.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
F.	AREA SHOULD ACCOMMODATE AT LEAST 30 PARTICIPANTS			
3.	ROOM ARRANGEMENTS:			
A.	11 TRIPLE SHARING ROOMS FOR 33 PERSONS ON 24-25 MAY 2018 INCLUSIVE OF BREAKFAST ON 25 MAY 2018 (2D/1N)	[]	[]	
B.	7 SINGLE ROOMS FOR SEVEN (7) PERSONS ON 24-25 MAY 2018 INCLUSIVE OF BREAKFAST ON 25 MAY 2018 (2D/1N)	[]	[]	
4.	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.	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 FROM 6AM TO 6PM	[]	[]	
J.	MEDICAL SERVICES: ON-CALL NURSE	[]	[]	
5.	OTHER REQUIREMENTS:			
A.	PROVISION OF JANITORIAL AND MAINTENANCE SERVICES	[]	[]	
B.	AMBIANCE PROMOTES LEARNING	[]	[]	
C.	ADEQUATE SECURITY SERVICE (24/7)	[]	[]	
6.	CATERING SERVICES			
A.	MEALS CONSIST OF THE FOLLOWING:			
I.	AM SNACKS FOR ONE (1) DAY (MAY 25, 2018) FOR 40 PERSONS	[]	[]	
II.	PM SNACKS FOR ONE (1) DAY (MAY 24, 2018) FOR 40 PERSONS	[]	[]	
III.	LUNCH FOR ONE (1) DAY (MAY 24, 2018)	[]	[]	
IV.	DINNER FOR ONE (1) DAY (MAY 24, 2018)	[]	[]	
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 40 PERSONS	[]	[]	
B.	DATE AND TIME OF DELIVERY:			
I.	24-25 MAY 2018	[]	[]	
II.	AM SNACKS - 10:00AM (MAY 25, 2018)	[]	[]	

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III.	LUNCH - 12:00NN (MAY 24, 2018)	[]	[]	
IV.	PM SNACKS - 3:00PM (MAY 24, 2018)	[]	[]	
V.	DINNER - 6:00PM (MAY 24, 2018)	[]	[]	

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.

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 and Statement of Account/Charge Invoice must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

 (NAME AND DESIGNATION)

 (NAME OF COMPANY)