



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

REFERENCE NO.: HRD-18-95953(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: 14 SEPTEMBER 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, MEALS, ACCOMMODATION AND TRANSPORTATION FOR THE THREE (3) DAY STRATEGIC PLANNING FOR CORPORATE SERVICES GROUP (CSG) AND INTERNAL AUDIT DEPARTMENT (IAD) Date: September 19-21, 2018 (3D/2N) No. of Pax: 95 A. MEALS AND ACCOMMODATION 95 PAX x P7,000.00 = P665,000.00 B. TRANSPORTATION FOR 95 PAX = P285,000.00 Bus Rental: Bus service from Head Office to Ilocos Sur and vice versa Date: September 19-21, 2018 Unit must be equipped with TV & DVD, with microphone, fully air-conditioned and insurance on board; service are inclusive of driver, fuel, toll fees, parking fees and driver's meals and accommodation	1 LOT	₱950,000.00		

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

TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	19-21 SEPTEMBER 2018	[]	[]	
II.	LOCATION	YES	NO	
1.	ILOCOS SUR	[]	[]	
III.	VENUE	YES	NO	
1.	STRUCTURAL CONDITION:			
A.	THE FOUNDATION IS MADE OF CONCRETE AND STRUCTURAL STEEL MATERIALS OR COMBINATION OF BOTH.	[]	[]	
B.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
2.	FUNCTIONALITY OF CONFERENCE ROOM			
A.	AVAILABLE ONE (1) AIR-CONDITIONED FUNCTION ROOM ON 19-21 SEPTEMBER 2018 THAT CAN ACCOMMODATE 95 PAX	[]	[]	
B.	SECRETARIAT'S TABLE (CLASSROOM SET-UP) FOR AT LEAST 7 PAX	[]	[]	
C.	ROOM MUST NOT CONTAIN PILLARS	[]	[]	
D.	AMENITIES INCLUDE:			
1.	AT LEAST 3 MICROPHONE UNITS	[]	[]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
3.	PROJECTOR SCREEN AND TABLE FOR LCD PROJECTOR	[]	[]	
4.	PODIUM	[]	[]	
5.	WHITEBOARD AND/OR FLIPCHART, AND MARKERS	[]	[]	
6.	WAIVED CHARGES FOR USE OF LAPTOPS AND PROJECTOR	[]	[]	
7.	WELCOME STREAMER	[]	[]	
8.	FREE WELCOME DRINKS	[]	[]	
3.	ROOM ARRANGEMENTS:			
A.	EIGHT (8) 2-BEDROOM VILLA WITH POOL ACCESS FOR 8 PAX EACH	[]	[]	
B.	THREE (3) 2-BEDROOM VILLA WITH POOL ACCESS FOR 8 PAX EACH	[]	[]	
C.	TWO (2) 2-BEDROOM VILLA WITH POOL ACCESS FOR 5 PAX	[]	[]	
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	[]	[]	
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)	[]	[]	

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6.	CATERING SERVICES:		
A.	MEALS (BUFFET) CONSIST OF THE FOLLOWING:		
I.	AM SNACKS FOR ONE (1) DAY (SEPT. 19, 2018)	[]	[]
II.	LUNCH FOR TWO (2) DAYS (SEPT. 19-20, 2018)	[]	[]
III.	DINNER FOR TWO (2) DAYS (SEPT. 19-20, 2018)	[]	[]
IV.	MAIN COURSE (AT LEAST 1 VARIANT OF MEAT, 1 VARIANT OF SEAFOODS AND 1 VRIAT OF VEGETABLES)	[]	[]
V.	BREAKFAST FOR TWO (2) DAYS (SEPT. 20-21, 2018)	[]	[]
VI.	RICE	[]	[]
VII.	DESSERT	[]	[]
VIII.	BEVERAGE/FREE-FLOWING COFFEE AND WATER	[]	[]
IX.	MEALS ARE GOOD TO 95 PERSONS	[]	[]
B.	DATE AND TIME OF DELIVERY:		
I.	19-21 SEPTEMBER 2018	[]	[]
II.	AM SNCACKS – 10:00 AM	[]	[]
III.	LUNCH – 12:00 NN	[]	[]
IV.	PM SNACKS – 3:00 PM	[]	[]
V.	DINNER – 6:00 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
- 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 Billing Statement / Statement of Account must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

 (NAME AND DESIGNATION)

 (NAME OF COMPANY)