



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: SMALL VALUE)

REFERENCE NO.: HRD-18-96046(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: NOVEMBER 19, 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	<p>TRAINING PROVIDER FOR CORPORATE GOVERNANCE TRAINING</p> <p>No. of Batches: One (1) No. of Pax Per Batch: 15 pax Date: December 3, 2018; 8AM to 5PM Venue: TransCo Multi-Purpose Hall, Power Center, Quezon Avenue cor. BIR Road, Diliman, Q. C.</p> <p>TERMS OF REFERENCE</p> <p>1. BACKGROUND:</p> <p>TO PROVIDE PARTICIPANTS WITH FUNDAMENTAL AND ESSENTIAL APPRECIATION OF THE BENEFITS AND IMPACTS OF MODERN CORPORATE GOVERNANCE BEST PRACTICES. THE SUBJECT MATTER IS FRAMED WITHIN THE CONTEXT OF LOCAL REFORMS AND HOW THESE RELATE AND RESPOND TO REGIONAL AND GLOBAL TRENDS.</p> <p>REGULATORY UPDATES, CORPORATE GOVERNANCE BEST PRACTICES IN THE SETTING OF EMERGING RISKS AND TRENDS, AND THE DUTIES AND RESPONSIBILITIES OF</p>	1 LOT	₱210,000.00		

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	<p>THE BOARD COMMITTEES - INCLUDING RISK OVERSIGHT, AUDIT, AND CORPORATE GOVERNANCE.</p> <p>2. OBJECTIVE: AT THE END OF THE PROGRAM, PARTICIPANTS ARE EXPECTED TO:</p> <p>I. UNDERSTAND THE BASIC PRINCIPLES, IMPORTANCE, AND BENEFITS OF CORPORATE GOVERNANCE</p> <p>II. IDENTIFY THE ROLE AND KEY FUNCTIONS OF DIRECTORS AND THE BOARD</p> <p>III. DISCUSS BEST PRACTICES WITH THE USE OF THE ASEAN CORPORATE GOVERNANCE SCORECARD</p> <p>IV. UNDERSTAND THE DUTIES, RESPONSIBILITIES AND BEST PRACTICES OF THE RISK OVERSIGHT,</p> <p>V. TAKE STEPS TO PROMOTE A GOVERNANCE CULTURE STRESSING ETHICS AND SOCIAL RESPONSIBILITIES WITHIN THE COMPANY.</p> <p>3.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 THE PARTICULAR DISCIPLINE/FIELD COVERED BY THE ABOVE PROGRAM SHALL BE ENGAGED FOR THESE WORKSHOPS.</p> <p>III. FACILITATORS - ADEQUATE NUMBER OF PROGRAM FACILITATORS SUFFICIENT TO MANAGE AND PROCESS AT LEAST 15 PARTICIPANTS PER TRAINING 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 (1) WEEK BEFORE THE CONDUCT OF THE TRAINING.</p>				

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	<p>4. SCHEDULE: THE PROGRAM SHALL BE CONDUCTED ON DECEMBER 3, 2018, 8:00 AM TO 5:00 PM.</p> <p>5. METHODOLOGY: THE RESOURCE PERSON SHALL BE RESPONSIBLE IN EMPLOYING THE APPROPRIATE APPROACH FOR THE CONDUCT OF AN EFFECTIVE TRAINING PROGRAM.</p> <p>6. TRAINING MATERIALS: HAND-OUTS AND SUPPLIES SHALL BE BORNE BY THE PROVIDER AND BE GIVEN TO THE PARTICIPANTS DURING THE TRAINING.</p> <p>7. ELIGIBILITY: TRAINING PROVIDERS SHOULD BE ACCREDITED BY GOVERNANCE COMMISSION FOR GOCCS (GCG).</p> <p>8. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER</p> <p>I. Eligibility Requirements:</p> <p>A. Company Profile</p> <p>B. Statement of all Completed and Ongoing Contracts for the last 2 years (see attached Annex A)</p> <p>C. Curriculum Vitae of the Resource Person/s</p> <p>II. Post Training Requirements:</p> <p>A. Certificates of Completion for the participants; and</p> <p>B. Post Training Evaluation Report one (1) week after the conduct of the trainings</p> <p>9. FOOD ARRANGEMENT & TRAINING EQUIPMENT</p> <p>A. TransCo will provide food (morning and afternoon snacks, lunch) for the participants and Resource Person during the trainings.</p> <p>B. TransCo will provide the LED projector and sound system.</p>				

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

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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: () **December 3, 2018** () _____
- DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O M. T. JAVILLO
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY 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 7 of the attached Terms of Reference and Item 4 above for the complete documentary requirements.**

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. **2018 Mayor's Permit/Business Permit**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2017 Annual ITR)**
6. **Notarized Omnibus Sworn Statement**
7. Receipts 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)