



**NATIONAL TRANSMISSION CORPORATION**  
 GENERAL SERVICES DIVISION  
 CORPORATE SERVICES GROUP  
 TransCo-Power Center Complex, Diliman, Quezon City  
 Tel. Nos. 902-1500 Local 1627  
 Fax Nos. 914-62-09

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

**REQUEST FOR QUOTATION**

**REFERENCE No. HRD-18-96047**

**Name of Company:** \_\_\_\_\_  
**Address** : \_\_\_\_\_  
 \_\_\_\_\_  
**Tel/Fax No.** : \_\_\_\_\_

Sir/Madam:

Please provide us with your best quotation and submit the same to the above assigned purchasing officer on or before 10:00 AM on quote closing date at ADMINISTRATION OFFICE, Ground Floor, TRANSCO Annex Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

**QUOTE CLOSING DATE/TIME: NOVEMBER 20, 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 ([eslenon/ecarganoza@transco.ph](mailto:eslenon/ecarganoza@transco.ph))** at the option of the offeror properly marked with the reference number. This bid document comprises TWO(2) pages including this sheet.

Please signify your acceptance of the TERMS AND CONDITIONS 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**

ITEM NO.	DESCRIPTION	QTY	(ABC in PhP) VAT Inclusive	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE)	
1	<i>HRD-18-96047</i> <b>MEALS FOR ONE (1) DAY TRAINING ON CORPORATE GOVERNANCE</b> (LUNCH, AM AND PM SNACKS FOR THE IN-HOUSE TRAINIGN)  TECHNICAL SPECIFICATIONS:  <b>1. MEALS CONSIST OF THE FOLLOWING:</b> I. AM SNACKS FOR ONE (1) DAY II. PM SNACKS FOR ONE (1) DAY III. BUFFET LUNCH FOR ONE (1) DAY IV. MAIN COURSE (AT LEAST 1 VARIANT OF MEAT OR FISH AND 1 VARIANT OF VEGETABLES) V. RICE VI. DESSERT VII. BEVERAGE/OVERFLOWING COFFEE AND WATER	20 SET	12,000.00		

<p><b>2. DATE &amp; TIME OF DELIVERY:</b></p> <p>I. DECEMBER 3, 2018 (8:00AM TO 5:00PM)</p> <p>II. AM SNACKS-10:00AM</p> <p>III. LUNCH-11:30AM</p> <p>IV. PM SNACKS-3:30PM</p> <p><b>VENUE : TRANSCO MULTIPURPOSE HALL</b></p> <p><b>NUMBER OF PAX: 20</b></p> <p><b>NOTE: Please attach menu in your quotation.</b></p>				
--	--	--	--	--

**TOTAL AMOUNT** (VAT EXCLUSIVE) \_\_\_\_\_

**ADD:** APPLICABLE VAT ( \_\_\_% ) \_\_\_\_\_

**TOTAL NET AMOUNT** (VAT INCLUSIVE) \_\_\_\_\_

NOTE: 1. ALTERNATE OFFER IS NOT ALLOWED.  
 2. BIDS THAT EXCEEDS THE APPROVED BUDGET FOR THE CONTRACT (ABC) SHALL BE AUTOMATICALLY REJECTED.

**SPECIAL INSTRUCTION :** INTERESTED SUPPLIER MUST VIEW/DOWNLOAD THE ATTACHED DOCUMENT IN THE ASSOCIATED COMPONENT TO BE INCLUDED IN THE DOCUMENT REQUEST LIST (DRL) AT PHILGEPS.

**FIXED TERMS (PLEASE INCLUDE IN YOUR OFFER):**

- BID PRICE VALIDITY : AT LEAST 60 DAYS FROM QUOTED CLOSING DATE
- DELIVERY PERIOD : ( ) 1 CALENDAR DAY ( ) BEST OFFER \_\_\_\_\_
- DELIVERY POINT : TRANSCO HEAD OFFICE, POWER CENTER, DILIMAN, QUEZON CITY
- PAYMENT TERMS : WITHIN 30 CALENDAR DAYS UPON DELIVERY AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

**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)
2. DTI/SEC Registration Certificate
3. Mayor's Permit/Business Permit
4. BIR Certificate of Registration
5. Latest Income/Business Tax Return
6. Notarized Omnibus Sworn Statement
7. Receipts must be BIR compliant (please see below).



**TRANSCO TERMS ACCEPTED: \_**

\_\_\_\_\_  
 (Signature Over Printed Name/Date)

\_\_\_\_\_  
 (Designation)

\_\_\_\_\_  
 (Email Address/es)

\_\_\_\_\_  
 (Office and Mobile No.)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **ENRIQUETA S. LENON**  
**902-1500 loc. 1627**