



NATIONAL TRANSMISSION CORPORATION
 RESOURCE MANAGEMENT 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 PROCUREMENT)**

REFERENCE NO.: HRD-20-96670(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 PROCUREMENT MANAGEMENT DIVISION, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: JANUARY 28, 2020/3:00 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,

ROGELIO M. MABULAY, JR.

Manager, Procurement Management 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>ZUMBA AND YOGA INSTRUCTOR</p> <p>TERMS OF REFERENCE FOR THE ENGAGEMENT OF A ZUMBA/YOGA INSTRUCTOR FOR THE 2020 WELLNESS PROGRAM OF TRANSCO WITH EXTENSIVE BACKGROUND / EXPERIENCE IN INTENSIVE EXERCISE</p> <p>1. INTRODUCTION FOR CY 20120 TRANSCO HAS LINED UP FITNESS PROGRAMS FOR THE TRANSCO EMPLOYEES UNDER THE TRANSCO WELLNESS PROGRAM. AMONG THESE ACTIVITIES INCLUDE SESSIONS FOR "ZUMBA AND YOGA", WHICH ARE FORMS OF PHYSICAL EXERCISE THAT COMBINE RHYTHMIC DANCE EXERCISE WITH THE GOAL OF IMPROVING ALL ELEMENTS OF FITNESS PERFORMED WITH MUSIC IN A GROUP SETTING LED BY AN INSTRUCTOR (CERTIFIED FITNESS PROFESSIONAL). THE ACTIVITIES ARE</p>	72 SESSIONS	₱ 216,000.00 (₱ 3,000.00 PER SESSION)		

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	<p>Continuation</p> <p>INTENDED TO ENHANCE AGILITY, FLEXIBILITY, MUSCULAR STRENGTH, AND CARDIO VASCULAR FITNESS.</p> <p>2. SCOPE OF WORK SERVICES TO BE PERFORMED SHALL COVER THE FOLLOWING:</p> <p>2.1. DANCE ROUTINES WITH VARYING INTENSITY AND DIFFICULTY, PROGRAM PLAN AND SCHEDULE FOR THE DURATION OF THE AGREEMENT</p> <p>2.2. STRETCHING AND BREATHING EXERCISES; AND</p> <p>2.3. MUSIC TO BE USED DURING THE SESSIONS.</p> <p>3. TERMS AND CONDITIONS</p> <p>3.1. THE "ZUMBA & YOGA" INSTRUCTOR SHALL HAVE THE FOLLOWING QUALIFICATIONS:</p> <p>1. CERTIFIED ZUMBA AND YOGA INSTRUCTOR;</p> <p>2. WITH AT LEAST TEN (10) YEARS OF WORK EXPERIENCE AS INSTRUCTOR;</p> <p>3. KNOWLEDGE OF A WIDE VARIETY OF ROUTINES AND PROGRAMS, PLUS THE ABILITY TO DEMONSTRATE THESE VARYING STYLES TO THE PARTICIPANTS;</p> <p>4. EFFECTIVE INTERPERSONAL COMMUNICATION SKILLS, GOOD ORGANIZATIONAL SKILLS AND A POSITIVE ATTITUDE.</p> <p>5. MUST BE PHILGEPS REGISTERED.</p> <p>6. MUST HAVE A BIR COMPLIANT RECEIPT.</p> <p>3.2. ENSURE THE SAFETY OF PARTICIPANTS BEFORE, DURING AND AFTER THE SESSION.</p> <p>3.3. SHALL ABIDE BY TRANSCO'S OFFICE RULES AND REGULATIONS ON PROPER DECORUM AND SHALL ENSURE THAT THESE ARE STRICTLY FOLLOWED; AND</p> <p>3.4. UNDER CONTRACT, IT IS UNDERSTOOD THAT THE "ZUMBA & YOGA" INSTRUCTOR IS NOT A GOVERNMENT EMPLOYEE AND AS SUCH, WILL NOT ENJOY THE RIGHTS AND PRIVILEGES OF A MEMBER OF THE CIVIL SERVICE.</p> <p>4. REPORTING AND WORKING ARRANGEMENT</p> <p>4.1 THE ZUMBA & YOGA INSTRUCTOR SHALL CONDUCT AT LEAST THREE (3) SESSIONS PER WEEK OR 12 SESSIONS PER MONTH (SCHEDULE DATE WILL BE SET BY HRMDD) WITH ONE (1) HOUR PER SESSION.</p>				

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	<p>Continuation</p> <p>AN ADDITIONAL 30 MINUTES WILL BE USED FOR PREPARATORY ACTIVITIES (WARM UP AND COOL DOWN) OR LEAD/GUIDE SESSIONS FROM 5:30 PM TO 7:00 PM.</p> <p>4.2 THE ZUMBA & YOGA INSTRUCTOR SHALL ALSO BE AVAILABLE FOR CORPORATE EVENTS/PROGRAMS, IF NECESSARY.</p> <p>4.3 WILL BE REQUIRED TO SEND A SUBSTITUTE IN CASE SHE WILL NOT BE AVAILABLE DURING THE SCHEDULED SESSIONS.</p> <p>5. FEES THE APPROVED BUDGET FOR THE CONTRACT (ABC) FOR THE PER SESSION RATE OF THE ZUMBA & YOGA INSTRUCTOR IS THREE THOUSAND PESOS (PHP3,000.00) INCLUSIVE OF TAXES, PAYABLE ON A MONTHLY BASIS FOR SERVICES RENDERED UNDER ITEMS 3 AND 4.</p> <p>6. DURATION PERIOD OF THE AGREEMENT 6.1 THE AGREEMENT SHALL COVER A PERIOD OF SIX (6) MONTHS THE WHOLE DURATION OF THE PROGRAM EFFECTIVE UPON ISSUANCE OF NOTICE TO PROCEED UNTIL COMPLETION OF THE SEVENTY-TWO (72) SESSIONS. THE PROGRAM SCHEDULE WILL BE FROM 5:30 PM TO 7:00 PM (1 ½ HOURS) DURATION: FEBRUARY TO JULY 2020 NO. OF SESSIONS PER MONTH: FEBRUARY = 12 MARCH = 12 APRIL = 12 MAY = 12 JUNE = 12 JULY = 12</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:** () FEBRUARY TO JULY 2020 () _____
- **DELIVERY POINT:** TRANSCO-HRMMD, DILIMAN, Q.C.
- **PAYMENT TERMS:** EVERY END OF THE MONTH, WITHIN 30 CALENDAR DAYS UPON RECEIPT OF BILLING/STATEMENT OF ACCOUNT AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
NOTE: PAYMENT SHALL BE BASED ON THE ACTUAL SERVICES RENDERED BUT NOT TO EXCEED THE CONTRACT AMOUNT.
- **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. **Curriculum Vitae/Resume' of the Proposed Instructor.**
4. **Documentary Proof that the Proposed Instructor is a Certified Zumba and Yoga Instructor.**

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 (use applicable form)**
7. Receipts and Billing Statement must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)