



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.: OP-18-95998(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 21, 2018, 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 FIVE (5) 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	DEVELOPMENT OF NEW CUSTOMIZED TRANSCO WEBSITE Contract Term: Ninety (90) Working Days Website Specifications <ol style="list-style-type: none"> 1. Utilizes latest codes (HTML5 and CSS3) and Search Engine Optimization (SEO)-compliant coding protocols 2. Allows user to update and upgrade content anytime, anywhere 3. Gives user the ability to integrate plug-ins and widgets such as social media, blog, image gallery, etc. 4. User-friendly and aesthetically-pleasing 5. Features basic website search functionality 6. Able to upload content of up to 5 articles with image per page 7. Able to upload image of up to 5 	1 LOT	P170,000.00		

- images per page
- 8. Provides basic on-page search optimization
- 9. Has Captcha and File Change detection for website security
- 10. All contents of existing TransCo website must be present in the new website
- 11. Website must be published using Internet Information Services (IIS)
- 12. Final website layout delivered 30-45 working days after receipt of all contents (text and images) by the winning bidder

Other Requirements

- 1. Configuration of TransCo's IIS Server (i.e., Installation of PHP and MySQL)
- 2. 24/7 phone support, email support and Chat support
- 3. 1-day training for 4 TransCo personnel
- 4. Warranty period : 15 working days from time of delivery
- 5. Free debugging during the warranty period
- 6. One year annual web maintenance and support

Eligibility Criteria:

- 1. Must have been in website development business continuously for at least 10 Years
- 2. Must have at least 100 active accounts to date
- 3. Must be a Google Elevator Program Partner agency to ensure company is up to date on all the latest changes and is composed of experts in the digital ecosystem

Eligibility Documents :

- 1. Philgeps Registration Number
- 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 (before PO awarding)
- 7. Corporate Profile
- 8. Certified list and contact numbers of 10 active companies whose websites were developed by bidder
- 9. Document showing 10 or more years of continuous operations in website development
- 10. Proof of engagement with Google,

<p>Inc</p> <p>11. Proposed work plan organized according to phases, e.g. sitemap creation, mock up design, website development, website publication, debugging up to acceptance</p> <p>12. Two (2) samples of TransCo website studies</p> <p>Schedule of Payment : Upon Approval of Website Prototype - 60% Progress Billing upon Devsite Publication - 30% Final billing upon Live Web Publication - 10%</p>					
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NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
2	<p>DEVELOPMENT & MANAGEMENT OF TWO (2) SOCIAL MEDIA CHANNELS</p> <p>Contract Term : Six (6) months</p> <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Creation of TransCo Social Media Playbook 2. Creation of TransCo Social Media Page for two channels (Facebook and Twitter) 3. Content conceptualization and creation 4. Supply of photographs on power transmission and the power industry 5. Maximum of four (4) postings per week 6. Boost Posting: FB and Twitter Ads 7. Monitoring of Social Media page and responding to all comments, messages and inquiries at maximum of 2-hour response time 8. Filtering of inappropriate comments (content moderation) 9. Provision of a team that will be directly involved in all project deliverables, data and requirements gathering, agreements and approvals and another team that will be responsible for planning, deployment of Social Media campaigns 10. Submission of monthly reports including analysis of Likes, Post Reach, Engagement and Visits, External Referrers, Fan Demographics 	1 LOT	P400,000.00		

<p>11. 24/7 support through phone, email and Chat</p> <p>Eligibility Criteria:</p> <ol style="list-style-type: none"> 1. Must be a Google Elevator Program Partner agency to ensure company is up to date on all the latest changes and is composed of experts in the digital ecosystem. 2. Must have been in social media business continuously for not less than 10 years. 3. Must have team of 10 or more regular employees to handle liaising for all deliverables, data and requirements gathering, agreements and approvals. <p>Eligibility Documents:</p> <ol style="list-style-type: none"> 1. Philgeps Registration Number 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 (before PO awarding) 7. Company Profile 8. Proof of engagement with Google, Inc. 9. Industry analysis and proposed social media strategy 10. Proposed work plan 11. Document showing satisfactory social media work for 3 company clients 12. Document(s) showing 8 or more years in social media page management 13. Names and biodata of employees who will comprise the two teams cited above <p>Schedule of Payment :</p> <p>Approval of Social Media Concept and Playbook</p> <ul style="list-style-type: none"> - 30% <p>Progress Billing every month for 6 months</p> <ul style="list-style-type: none"> - 70% 			
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TOTAL AMOUNT (VAT EXCLUSIVE) _____
ADD: APPLICABLE VAT (___%) _____
TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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).

OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL (IF APPLICABLE):

1. Product brochures/catalog/technical reference.
2. Please indicate **BRAND/MODEL & WARRANTY** for each offer.

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 AND
SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- WARRANTY: _____

TRANSCO TERMS ACCEPTED: _____

(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)