



NATIONAL TRANSMISSION CORPORATION
RESOURCE MANAGEMENT SERVICES GROUP
TransCo Annex Bldg., Diliman, Quezon City
Tel. No. 902-1500

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

REFERENCE NO.: PSDD-22-97843 (PLP)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **PINEDA, MARIA PILAR L.**

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: JUNE 14, 2022/3:00 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 (mlpineda@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 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.	EVENT ORGANIZER FOR THE GATHERING OF THE NATIONAL TRANSMISSION CORPORATION'S (TRANSCO) STAKEHOLDERS AND EMPLOYEES DATE/TIME: JUNE 24, 2022 / 6PM TO 10PM NO. OF PAX: 350 VENUE AND MEALS PACKAGE INCLUSIONS: 1. AIRCON FUNCTION HALL FOR FOUR (4) HOURS FOR 350 PAX 2. TABLE SET-UP 3. LIGHTS AND SOUND SYSTEM AND BAND SET-UP 4. STAGE SET-UP 5. CHOICE OF BUFFET MENU (1 VARIANT EACH OF CHICKEN, BEEF, FISH, PASTA, VEGETABLES, SOUP AND DESSERT WITH ONE ROUND OF DRINKS) 6. WITH 1 SECURITY & 3 HOUSEKEEPING NOTE: VENUE SHOULD BE WITHIN 3KM FROM TRANSCO HEAD OFFICE IN DILIMAN, Q.C. PROPOSED VENUE: _____	1 LOT	₱ 513,800.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

NOTE : ALTERNATE OFFERS ARE NOT ALLOWED
: BIDS SHOULD BE INCLUSIVE OF ALL TAXES AND CHARGES.
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):

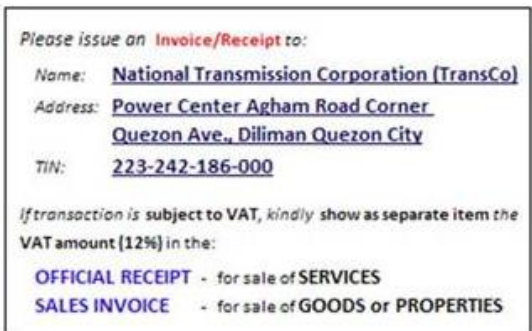
- BID PRICE VALIDITY: AT LEAST 60 DAYS FROM QUOTE CLOSING DATE
(VAT EXCLUSIVE, INDICATE APPLICABLE VAT)
- DELIVERY PERIOD: JUNE 24, 2022 @ 6:00 PM TO 10:00 PM
- DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
- PAYMENT TERMS: FULL PAYMENT WITHIN 30 CALENDAR DAYS COMPLETION AND ACCEPTANCE OF THE PROJECT AND UPON RECEIPT OF BILLING/STATEMENT OF ACCOUNT 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. **Detailed Proposal in your company letterhead, aside from the accomplished Request for Quotation (RFQ) form.**

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 (2022)
4. BIR Certificate of Registration
5. Latest Income/Business Tax Return (2021)
6. Notarized Omnibus Sworn Statement
7. Receipts/Charge Invoice/Billing Statement must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)

(EMAIL ADD & MOBILE NO.)

TERMS OF REFERENCE

Engagement of an Event Organizer For TransCo Anniversary Gathering of Stakeholders and Employees

I. Rationale

The National Transmission Corporation (TransCo) will celebrate its 21st Anniversary in the fourth week of June 2022. Part of the celebration is the Anniversary Night, a meeting among TransCo employees with Customers and Stakeholders and partners in accomplishment of TransCo's mandate.

Further, this gathering unites everyone involved in the organization who strives every day to achieve the corporate goals and impact this society with their contributions.

In view of this, TransCo deemed it proper to engage the services of an experienced Event Organizer to help arrange venue reservation, food, sound system and other requirements. In this regard, an external service provider will be contracted to provide the following on 24 June, 6 PM to 10 PM:

Venue and Meals Package Inclusions:

- Aircon Function Hall for 4 hours for 350 pax
- With 1 Security & 3 Housekeeping
- Table Set-up
- Lights and Sounds System and Band Set-Up
- Stage Set-up
- Choice of Buffet Menu (1 variant each of chicken, beef, fish, pasta, vegetables, & soup & dessert with one round of drink)

II. Approved Budget for the Contract

The approved budget for the contract is Five Hundred Thirteen Thousand Eight Hundred (513,800.00) including taxes and charges.

III. Mode of Procurement

The procurement/engagement of an Event Organizer shall be in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 or the "Government Procurement Act."

IV. Payment Scheme

The payment for the services rendered by the Service Provider shall be paid within thirty (30) calendar days upon delivery and submission of complete required documents.