



**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 PROCUREMENT)**

**REFERENCE NO.: HRD-18-95577(ECA)**

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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: FEBRUARY 12, 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><b>ZUMBA AND YOGA INSTRUCTOR</b></p> <p>TERMS OF REFERENCE FOR THE ENGAGEMENT OF A ZUMBA/YOGA INSTRUCTOR FOR THE 2017 WELLNESS PROGRAM OF TRANSCO WITH EXTENSIVE BACKGROUND / EXPERIENCE IN INTENSIVE EXERCISE</p> <p>1. INTRODUCTION            FOR CY 2018, TRANSCO HAS LINED UP FITNESS PROGRAMS FOR THE TRANSCO EMPLOYEES. ONE OF THESE ACTIVITIES INCLUDE "ZUMBA AND YOGA", A FORM OF PHYSICAL EXERCISE THAT COMBINES RHYTHMIC DANCE EXERCISE WITH THE GOAL OF IMPROVING ALL ELEMENTS OF FITNESS, WHICH IS PERFORMED WITH MUSIC IN A GROUP SETTING LED BY AN INSTRUCTOR (CERTIFIED FITNESS PROFESSIONAL). THE ACTIVITIES ARE INTENDED TO ENHANCE AGILITY, FLEXIBILITY, MUSCULAR</p>	36 DAYS	₱ 72,000.00		

STRENGTH, AND CARDIO VASCULAR FITNESS.

2. SCOPE OF WORK SERVICES TO BE PERFORMED SHALL COVER THE FOLLOWING:

A. DANCE ROUTINES WITH VARYING INTENSITY AND DIFFICULTY, PROGRAM PLAN AND SCHEDULE FOR THE DURATION OF THE AGREEMENT

B. STRETCHING AND BREATHING EXERCISES

C. MUSIC TO BE USED DURING THE SESSIONS

3. TERMS AND CONDITIONS

A. THE "ZUMBA & YOGA" INSTRUCTOR SHALL HAVE THE FOLLOWING QUALIFICATIONS:

1. CERTIFIED ZUMBA AND YOGA INSTRUCTOR;

2. WITH AT LEAST TEN (10) YEARS OF WORK EXPERIENCE AS INSTRUCTOR;

3. KNOWLEDGE OF A WIDE VARIETY OF ROUTINES AND PROGRAMS, PLUS THE ABILITY TO DEMONSTRATE THESE VARYING STYLES TO THE PARTICIPANTS;

4. EFFECTIVE INTERPERSONAL COMMUNICATION SKILLS, GOOD ORGANIZATIONAL SKILLS AND A POSITIVE ATTITUDE.

B. ENSURE THE SAFETY OF PARTICIPANTS BEFORE, DURING AND AFTER THE SESSION.

C. SHALL ABIDE BY THE EXISTING OFFICE RULES AND REGULATIONS ON PROPER DECORUM AND SHALL ENSURE THAT THESE ARE STRICTLY FOLLOWED; AND

D. UNDER CONTRACT, IT IS UNDERSTOOD THAT THE "ZUMBA & YOGA" INSTRUCTOR IS NOT A GOVERNMENT EMPLOYEE AND WOULD NOT ENJOY THE RIGHTS AND PRIVILEGES OF A MEMBER OF THE CIVIL SERVICE.

4. REPORTING AND WORKING ARRANGEMENT

4.1 THE ZUMBA & YOGA INSTRUCTOR SHALL BE AVAILABLE AT LEAST SIX (6) SESSIONS PR MONTH (SCHEDULE DATE WILL BE SET BY HRD) FOR THE DANCE SESSIONS WITH ONE (1) HOUR PER SESSION. ADDITIONAL 30 MINUTES WILL BE USED AS PREPARATORY ACTIVITIES (WARM UP AND COOL DOWN) OR LEAD/GUIDE SESSIONS FROM 5:30 PM TO 7:00 PM.

4.2 THE ZUMBA & YOGA INSTRUCTOR SHALL ALSO BE AVAILABLE FOR CORPORATE EVENTS/PROGRAMS, IF NECESSARY.

4.3 WILL BE REQUIRED TO SEND A SUBSTITUTE IN CASE SHE WILL NOT BE ABLE TO REPORT TO WORK.

5. FEES

THE ZUMBA & YOGA INSTRUCTOR SHALL BE

PAID AN HOURLY RATE INCLUSIVE OF TAXES PAYABLE EVERY END OF THE MONTH FOR SERVICES RENDERED UNDER 3 AND 4.

6. DURATION PERIOD OF THE AGREEMENT  
6.1 THE AGREEMENT SHALL COVER THE WHOLE DURATION OF THE PROGRAM EFFECTIVE UPON ISSUANCE OF NOTICE TO PROCEED UNTIL COMPLETION OF THE THIRTY SIX (36) SESSIONS FOR THE DURATION OF 6 MONTHS. THE PROGRAM SCHEDULE WILL BE FROM 5:30 PM TO 7:00 PM (1 ½ HOURS)  
DURATION : 6 MONTHS  
NO. OF SESSIONS PER MONTH: 6 SESSIONS

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).

**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: 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.**
- 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**
7. Receipts must be BIR compliant (please see below).



**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_  
(SIGNATURE AND DATE)  
\_\_\_\_\_  
(NAME AND DESIGNATION)  
\_\_\_\_\_  
(NAME OF COMPANY)