



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.: HRD-18-95948(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: SEPTEMBER 10, 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>TRAINING PROVIDER FOR TRAINING/WORKSHOPS ON THE FOLLOWING:</p> <p>COURSE 1: THE ALIGNMENT OF QUALITY OBJECTIVES WITH QUALITY POLICY AND STRATEGIC DIRECTION</p> <p>No. of Batches: One (1) No. of Pax Per Batch: 30 pax Date: within September 17 to October 15, 2018; Four (4) days from 0830 to 1700H Venue: TransCo Multi-Purpose Hall, Power Center, Quezon Avenue cor. BIR Road, Diliman, Q. C.</p> <p>Objective : At the end of the training/workshop, the participants will be able to prepare and finalize all Documentary Requirements for ISO 9001:2015 Certification.</p> <p>Participants shall acquire the skills needed to enhance and update the Context of the Organization, their Risk/Opportunity Registers, and needs and expectations of interested parties</p>	1 LOT	₱150,000.00		

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				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
1	<p>TRAINING PROVIDER FOR TRAINING/WORKSHOPS ON THE FOLLOWING:</p> <p>COURSE 2: REVISION AND UPGRADING OF QMS DOCUMENTS AND COMMUNICATION OF CHANGES</p> <p>No. of Batches: One (1) No. of Pax Per Batch: 30 pax Date: within September 17 to October 15, 2018; Three (3) days from 0830 to 1700H Venue: TransCo Multi-Purpose Hall, Power Center, Quezon Avenue cor. BIR Road, Diliman, Q. C.</p> <p>At the end of the training/workshop, the participants will be able to prepare and finalize all Documentary Requirements for ISO 9001:2015 Certification.</p> <p>Participants shall gain knowledge and skills in the preparation of organization's quality and process manuals and other QMS documents that conform with the ISO 9001:2015 standard</p> <p>1. SCOPE OF SERVICE</p> <p>The Training Provider shall perform the following services:</p> <p>A. <u>Training Program</u> - The Training Provider shall design a training program customized to the current needs of TransCo. Training modules design shall be focused on the set training objectives.</p> <p>B. <u>Resource Person – The Resource Person shall be expert in the fields/disciplines covered by the above program.</u></p> <p>2. METHODOLOGY</p> <p>The Resource Person(s) shall be responsible for employing the appropriate approach for the conduct of an effective training program.</p> <p>3. TRAINING DATES</p> <p>The program shall be conducted on within September 17, 2018 to October 15, 2018.</p>	1 LOT	₱120,000.00		

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	<p>4. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER</p> <p>I. Eligibility Requirements:</p> <p>A. ISO 9001:2015 Certificate issued by a certifying body accredited by Philippine Accreditation Bureau</p> <p>B. Company Profile</p> <p>C. Statement of all Completed and Ongoing Contracts for the last 2 years (see attached Annex A)</p> <p>D. Curriculum Vitae of the Resource Person/s</p> <p>E. Copy of ISO 9001:2015 Certificates of Clients certified to ISO 9001:2015</p> <p>II. Post Training Requirements:</p> <p>A. Certificates of Completion for the participants</p> <p>B. Post Training Evaluation Report one (1) week after the conduct of the trainings.</p> <p>5. FOOD ARRANGEMENT & TRAINING EQUIPMENT</p> <p>A. TransCo will provide food (morning and afternoon snacks, lunch) for the participants and Resource Person during the trainings.</p> <p>B. TransCo will provide the LED projector and sound system.</p> <p>C. Transportation service for the Resource Person.</p> <p>NOTE: Please refer to the attached Terms of Reference (TOR) for the complete details of this requirement.</p>				

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: WITHIN 30 CALENDAR DAYS UPON DELIVERY AND
SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- WARRANTY: _____

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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. **Please refer to Item 7 of the attached Terms of Reference and Item 4 above for the complete documentary requirements.**

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. **2018 Mayor's Permit/Business Permit**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2017 Annual ITR)**
6. **Notarized Omnibus Sworn Statement**
7. Receipts must be BIR compliant (please see below).

Please issue an **Invoice/Receipt** to:

Name: National Transmission Corporation (TransCo)
Address: Power Center Agham Road Corner
Quezon Ave., Diliman Quezon City
TIN: 223-242-186-000

If transaction is subject to VAT, kindly show as separate item the VAT amount (12%) in the:

OFFICIAL RECEIPT - for sale of SERVICES
SALES INVOICE - for sale of GOODS or PROPERTIES

TRANSCO TERMS ACCEPTED:

(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)