



**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-19-96443 (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: AUGUST 15, 2019/3:00 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.**

Acting 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)	
<b>1</b>	<p><b>TRAINING PROVIDER ON BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH) TRAINING</b></p> <p>No. of Batches: One (1)            No. of Pax Per Batch: at least 30 pax            Date: September 2-6, 2019; 8AM to 5PM            Venue: TransCo Multipurpose Hall, Q.C.</p> <p><b><u>TERMS OF REFERENCE</u></b></p> <p>1. BACKGROUND:            TransCo aims to equip its personnel with the basic knowledge and skills on identifying safety, health, and environmental hazards; determining appropriate control measures; and developing and implementing occupational safety and health policies and programs.</p> <p>2. OBJECTIVE:            After completing the program, the participants should be able to:</p>	<b>1 LOT</b>	<b>₱105,000.00</b>		

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<b>1</b>	<p>Continuation . . .</p> <ol style="list-style-type: none"> <li>1. Promote and support government objectives in preventing accidents in the workplace and in developing the skills of safety practitioners;</li> <li>2. Understand and properly communicate government standards on occupational safety and health;</li> <li>3. Commit to support government objectives by developing a safety and health policy aligned with government standards;</li> <li>4. Effectively organize for safety by properly forming the safety and health committee;</li> <li>5. Demonstrate the basic knowledge and skill on how to recognize workplace hazards (based on government standards) and on how to prevent workplace accidents from happening;</li> <li>6. Develop accident prevention programs (based on government standards) and implement them;</li> <li>7. Understand that the basic function of the safety practitioner is to influence people in their environment (that their effectiveness depends on how they influence) for them to be effective in discharging their duties and responsibilities;</li> <li>8. Develop equipment safety programs based on government requirement; and</li> <li>9. Properly and timely prepare and send government required reports.</li> </ol> <p><b>3. SCOPE OF SERVICE:</b> The service to be performed shall cover the following:</p> <ol style="list-style-type: none"> <li>I. Training Program - the Training Provider shall design a training program customized to the needs of TransCo. Training modules design shall be focused on the set training objectives. The training program shall cover comprehensive discussion on the topic, hands-on application through simulation exercises that will enhance participant's learning and competency. Lectures shall be augmented by appropriate/applicable workshops to support learning.</li> <li>II. Resource Persons - at least one (1) competent resource person experts in the discipline/field covered by the above program shall be engaged for this training.</li> <li>III. Facilitators - adequate number of program facilitators enough to manage and process at least 30 participants per training shall be provided.</li> <li>IV. Training Module Design - details of the module design including presentation materials shall be given to TransCo-HRD in hard and soft copy at least one (1) week before the conduct of the training.</li> </ol>	<b>1 LOT</b>	<b>₱105,000.00</b>		

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1	<p>Continuation . . .</p> <p>4. METHODOLOGY: The resource person shall be responsible in employing the appropriate approach for the conduct of an effective training program.</p> <p>5. CONTRACT DURATION: The program shall cover one (1) batch/session for five days per at the venue designated by TransCo.</p> <p>6. SCHEDULE: The program shall be conducted on September 2-6, 2019.</p> <p>7. TRAINING MATERIALS: Handouts and supplies will be provided by the training provider and shall be given to the participants during the training.</p> <p>8. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER:</p> <p>A. Eligibility Documents: 1. Company profile; 2. Statement of all completed and on-going contracts for the last 2 years (Please refer to Annex A); and 3. Curriculum vitae of the resource person/s.</p> <p>Note: Post training evaluation report shall be given to TransCo HRD one (1) week after the conduct of the training.</p> <p>B. Please refer to page 4 for the additional documents to be submitted.</p> <p>9. CONDUCT PRE-TEST AND POST-TEST.</p> <p>10. OTHERS I. Venue: TransCo Multi-purpose Hall II. Certificate of completion will be provided by the Training Provider III. TransCo will provide the overhead projector and sound system during training. IV. Lunch, am and pm snacks c/o TransCo.</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).

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**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: ( ) 5 CALENDAR DAYS (SEPTEMBER 2-6, 2019)
- DELIVERY POINT: TRANSCO-HO, POWER CENTER, DILIMAN, Q.C.
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY 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. **Please refer to the above Terms of Reference 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. **2019 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).



**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_  
(SIGNATURE AND DATE)

\_\_\_\_\_

(NAME AND DESIGNATION)

\_\_\_\_\_

(NAME OF COMPANY)