



**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-19-96518 (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 23, 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.**

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>	<b>TRAINING PROVIDER ON STRESS MANAGEMENT TRAINING AND TEAM BUILDING ACTIVITIES FOR LEADERS</b>  <b>TERMS OF REFERENCE</b>  <b>1. BACKGROUND:</b>  TRANSCO aims for all cost center heads to work with camaraderie, enthusiasm and consider the management of workplace stress at an individual and organizational level to help them develop and implement effective strategies in preventing and managing stress at work.  <b>2. OBJECTIVE:</b>  <b>After completing the program, the participants should be able to provide both a good understanding of stress and its effects, and practical and realistic tools ideas for reducing workplace stress, enhancing wellbeing and improving work-life balance.</b>	<b>1 LOT</b>	<b>₱181,000.00</b>		

**REFERENCE NO.: HRD-19-96518 (ECA)**

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
	<p><b>3. SCOPE OF SERVICE:</b></p> <p>The service to be performed shall cover the following:</p> <p>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.</p> <p>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.</p> <p>III. Facilitators - adequate number of program facilitators (maximum of 2) to manage and process at least 40 participants shall be provided.</p> <p>IV. Training module design - details of the module design including presentation materials shall be given to TransCo-HRMDD in hard and soft copy at least one (1) week before the conduct of the training.</p> <p><b>4. METHODOLOGY:</b></p> <p>The resource person shall be responsible in employing the appropriate approach for the conduct of an effective training program.</p> <p><b>5. CONTRACT DURATION:</b></p> <p>The program shall cover one (1) batch/session for two days at the venue designated by TransCo.</p> <p><b>6. SCHEDULE:</b></p> <p>The program shall be conducted on from September 4, 2019 to September 5, 2019.</p> <p><b>7. TRAINING MATERIALS:</b></p> <p>Handouts and supplies will be provided by the training provider and shall be given to the participants during the training.</p> <p><b>8. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER:</b></p> <p>A. Eligibility Documents:</p> <ol style="list-style-type: none"> <li>1. Company profile;</li> <li>2. Statement of all completed and on-going contracts for the last 2 years; and</li> <li>3. Curriculum vitae of the resource person/s.</li> </ol>				

**REFERENCE NO.: HRD-19-96518 (ECA)**

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
	<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 mandatory documents to be submitted.</p> <p><b>9. CONDUCT PRE-TEST AND POST-TEST.</b></p> <p><b>10. OTHERS</b></p> <p>I. Venue: Hotel at Subic Bay</p> <p>II. Certificate of completion will be provided by the training provider</p> <p>III. Transco will provide the overhead projector, sound system and one (1) room accommodation for the training provider during the training.</p> <p>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).

**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: ( ) 2 CALENDAR DAYS (SEPTEMBER 4-5, 2019)
- DELIVERY POINT: TRANSCO HRMMD, 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.**

**REFERENCE NO.: HRD-19-96518 (ECA)**

**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 (2018 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)