



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: LEASE OF VENUE)**

REFERENCE NO.: HRD-19-96523 (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: 23 August 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 THREE (3) 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)	
001	LEASE OF VENUE, MEALS AND ACCOMMODATION FOR THE THREE (3) DAY MANAGEMENT CONVOCATION FOR 2019 Date: September 4-6, 2019 (3D/2N) No. of Pax: 21	1 LOT	₱668,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____
 ADD: APPLICABLE VAT (___%) _____
 TOTAL NET AMOUNT (VAT INCLUSIVE) _____

TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	4-6 SEPTEMBER 2019	[]	[]	
II.	LOCATION	YES	NO	
1.	SUBIC BAY	[]	[]	
III.	VENUE	YES	NO	
1.	STRUCTURAL CONDITION:			
A.	THE FOUNDATION IS MADE OF CONCRETE AND STRUCTURAL STEEL MATERIALS OR COMBINATION OF BOTH.	[]	[]	
2.	FUNCTIONALITY OF FUNCTION ROOM:			
A.	AVAILABLE ONE (1) AIR-CONDITIONED FUNCTION ROOM ON: 4-6 SEPTEMBER 2019	[]	[]	

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B.	SECRETARIAT'S TABLE FOR AT LEAST 5 PAX	[]	[]	
C.	ROOM MUST NOT CONTAIN PILLARS	[]	[]	
D.	AMENITIES INCLUDE:			
I.	AT LEAST 3 MICROPHONE UNITS	[]	[]	
II.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
III.	PROJECTOR SCREEN, PROJECTOR AND TABLE FOR LCD PROJECTOR	[]	[]	
IV.	PODIUM	[]	[]	
V.	WHITEBOARD AND/OR FLIPCHART AND MARKERS	[]	[]	
VI.	WAIVED CHARGES FOR USE OF LAPTOPS AND PROJECTOR	[]	[]	
E.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
F.	AREA SHOULD ACCOMMODATE AT LEAST 42 PERSONS	[]	[]	
3.	ROOM ARRANGEMENTS:			
A.	5 SINGLE OCCUPANCY ROOMS FOR FIVE (5) PERSONS ON 4-5 SEPTEMBER 2019 INCLUSIVE OF BREAKFAST ON 5-6 SEPTEMBER 2019 (3D/2N)	[]	[]	
B.	19 DOUBLE/TWIN SHARING FOR THIRTY EIGHT (38) PERSONS ON 4-5 SEPTEMBER 2019 INCLUSIVE OF BREAKFAST ON 5-6 SEPTEMBER 2019 (3D/2N)	[]	[]	
C.	4 QUINTUPLE SHARING FOR TWENTY (20) PERSONS ON 4-5 SEPTEMBER 2019 INCLUSIVE OF BREAKFAST ON 5-6 SEPTEMBER 2019 (3D/2N)	[]	[]	
4.	FACILITIES:			
A.	CONTINUOUS WATER SUPPLY & ACCESSIBLE COMFORT ROOM	[]	[]	
B.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
C.	ACCESSIBLE EMERGENCY EXIT AND ALARM, STANDBY FIRE EXTINGUISHER AND AUTOMATIC SPRINKLER	[]	[]	
D.	AVAILABLE TELEPHONE WITHIN THE PREMISES OF THE BUILDING.	[]	[]	
E.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
F.	ADEQUATE GUARDED PARKING SPACE	[]	[]	
G.	FREE WI-FI INTERNET ACCESS	[]	[]	
H.	24 HOUR FRONT DESK ASSISTANCE	[]	[]	
I.	FREE USE OF INDOOR FACILITIES AND OUTDOOR SPORTS FACILITIES FROM 6AM TO 6PM	[]	[]	
J.	MEDICAL SERVICES: ON-CALL NURSE	[]	[]	
5.	OTHER REQUIREMENTS:			
A.	PROVISION OF JANITORIAL AND MAINTENANCE SERVICES	[]	[]	
B.	AMBIANCE PROMOTES LEARNING	[]	[]	
C.	ADEQUATE SECURITY SERVICE (24/7)	[]	[]	
6.	CATERING SERVICES			
A.	MEALS CONSIST OF THE FOLLOWING:			
I.	AM SNACKS FOR TWO (2) DAYS (SEPTEMBER 5-6, 2019) FOR 62 PERSONS	[]	[]	
II.	LUNCH (MANAGED BUFFET) FOR TWO (2) DAYS (SEPTEMBER 4-5, 2019) FOR 62 PERSONS	[]	[]	
III.	PM SNACKS FOR TWO (2) DAYS (SEPTEMBER 4-5, 2019) FOR 62 PERSONS	[]	[]	
IV.	DINNER (MANAGED BUFFET) TWO (2) DAYS (SEPTEMBER 4-5, 2019)	[]	[]	
V.	MAIN COURSE (AT LEAST 1 VARIANT OF MEAT, 1 VARIANT OF SEAFOODS AND 1 VARIANT OF VEGETABLES)	[]	[]	
VI.	RICE	[]	[]	
VII.	DESSERT (FRUITS)	[]	[]	

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VIII.	BEVERAGE/FREEFLOWING COFFEE AND WATER	[]	[]	
IX.	MEALS ARE GOOD FOR 62 PERSONS	[]	[]	
B.	DATE AND TIME OF DELIVERY:			
I.	4-6 SEPTEMBER 2019	[]	[]	
II.	AM SNACKS - 10:00AM (SEPT. 5 & 6, 2019)	[]	[]	
III.	LUNCH - 12:00NN (SEPT. 4-5, 2019)	[]	[]	
IV.	PM SNACKS - 3:00PM (SEPT. 4 & 5, 2019)	[]	[]	
V.	DINNER - 6:00PM (SEPT. 4 & 5, 2019)	[]	[]	

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 () SEPT. 4-6, 2019
- DELIVERY POINT: C/O HRD, HEAD OFFICE TRANSCO, DILIMAN, Q.C.
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/SERVICES RENDERED
 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.

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. Receipts must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

 (NAME AND DESIGNATION)

 (NAME OF COMPANY)