



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-19-96599 (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: NOVEMBER 8, 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 FIVE (5) 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)	
1	TRAINING PROVIDER ON TRAINING PROVIDERS ON TRANSCO RISK MANAGEMENT TRAINING/WORKSHOP TERMS OF REFERENCE 1. BACKGROUND: The National Transmission Corporation (TransCo), as an organization whose quality management system is certified compliant to the ISO 9001:2015 Standard, needs to continually strengthen its ability to consistently meet customer and applicable statutory and regulatory requirements. Accordingly, external and internal issues, including risks and opportunities, that are relevant to TransCo's purpose and direction which affect its ability to achieve intended results must be determined and considered in its planning process. This program is being held to conduct risk identification analysis and management at the TransCo corporate level vis-à-vis TransCo's directions and operations as well as the requirements of the ISO 9001:2015 standard and Corporate Governance Scorecard.	1 LOT	₱450,000.00		

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	<p>2. OBJECTIVE: The main objective of the training program is to provide guidance in the establishment of a Risk Management system in alignment with ISO 9001: 2015 and requirements of the Corporate Governance Scorecard and assist TransCo in updating its Risk and Opportunities register. The program will be equivalent to 16 hours of Management Training. On successful completion of this training, participants are expected to be able to:</p> <ul style="list-style-type: none"> • Understand the concept of Risks, Risk Assessment and Risk Management. • Discuss quality risk management and risk management methodology as to its integration in the quality management process based on the ISO 9001:2015 Standard towards developing a risk management culture. • Be able to confer and discern hazard identification and risk assessment as well as the category of risk assessments and the application thereof in the workplace. • Learn and apply methodologies in risk identification, assessment and treatment. • Gain hands on knowledge and practice in the formulation and updating of TransCo's Risk and Opportunities Register. <p>3. OUTLINE OF ACTIVITIES</p> <ol style="list-style-type: none"> A. Introduction to Risk Management B. Risk Management Culture C. Risk Management Framework D. Context to the Organization – ISO E. Risk Identification F. Risk Treatment G. Residual Risk Management H. Risk Communication I. Monitoring and Review <p>4. SCOPE OF SERVICE: The service to be performed shall cover the following:</p> <ol style="list-style-type: none"> 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 topics, 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. 				

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	<p>II. Resource Persons/Facilitators – Must be experts in the discipline/field covered by the above program shall be engaged for this training / workshop. Resource Person must have extensive experience in conducting training/workshops participated in by high ranking officials and/or Board of Directors in the public and private sectors.</p> <p>III. Training Module Design – Details of the module design including presentation materials shall be given to TransCo-HRMDD in hard and soft copy before the conduct of the training.</p> <p>IV. Deliverables - At the end of the two (2) day training/workshop, the provider will produce the following:</p> <ul style="list-style-type: none"> • Identified Risks and updating of TransCo’s Risk and Opportunities Registers • Plan Risk Responses • Monitoring and Controls of Risk • Certificate of Completion of 16 hours Management Training <p>V. Confidentiality Clause - The training provider shall hold and maintain confidential all information which may come into its possession or knowledge in connection with the performance of the services under the contract. All output of the training / workshop shall belong exclusively to TransCo.</p> <p>5. SCHEDULE AND VENUE:</p> <p>The program shall be conducted on November 14-15, 2019, 8:00AM to 5:00PM, within the area of BGC, Taguig City, near the Office of the Director of the Transco Board.</p> <p>6. METHODOLOGY:</p> <p>The resource person shall be responsible in employing the appropriate approach for the conduct of an effective training program.</p> <p>7. TRAINING MATERIALS:</p> <p>Handouts and supplies shall be provided by the training provider and shall be given to the participants during the training.</p> <p>8. ELIGIBILITY:</p> <p>Training Providers should be accredited by Governance Commission for GOCCS (GCG).</p>				

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	<p>9. 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; and 3. Curriculum vitae of the resource person/s.</p> <p>B. Eligibility Documents: 1. Certificates of Completion for the participants; and 2. Post training evaluation report one (1) week after the conduct of the training/workshop.</p> <p>C. Please refer to page 5 for the additional mandatory documents to be submitted.</p> <p>10. GUARANTEED NUMBER OF PARTICIPANTS</p> <p>Guaranteed number of forty (40) participants. In excess of the 40 participants, computation of payment shall be on a per participant basis.</p> <p>11. APPROVED BUDGET FOR THE CONTRACT</p> <p>The approved budget for the contract is Four Hundred Fifty Thousand Pesos (P450,000.00), inclusive of all applicable taxes and charges. The contract price shall cover training fees, program manuals, certificates, miscellaneous expenses and travel arrangements for the training provider.</p> <p>12. MODE OF PROCUREMENT</p> <p>The procurement/engagement of Service Provider for the two (2)-day Training/Workshop shall be in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 or the "Government Procurement Act."</p> <p>13. OTHERS</p> <p>I. Meals during the training c/o TransCo.</p>				

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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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 (NOVEMBER 14-15, 2019)
- DELIVERY POINT: HOTEL WITHIN THE AREA OF BGC, TAGUIG CITY
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF THE TRAINING 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.**

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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).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)