



NATIONAL TRANSMISSION CORPORATION
RESOURCE MANAGEMENT SERVICES GROUP
TransCo Annex Bldg., Diliman, Quezon City
Tel. No. 7902-1500

SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM
(NEGOTIATED PROCUREMENT: LEASE OF VENUE)

REFERENCE NO.: HRMDD-22-97834 (PLP)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **PINEDA, MARIA PILAR L.**

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: 25 MAY 2022/3:00 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 STRATEGIC PLANNING OF RESOURCE MANAGEMENT SERVICES GROUP (RMSG) Date: JUNE 1-3, 2022 (3D/2N) No. of Pax: 100 Location: PUERTO GALERA, ORIENTAL MINDORO	1 LOT	₱850,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (12%) _____

TOTAL AMOUNT (VAT INCLUSIVE) _____

ADD: LOCAL TAXES (___%) _____

ADD: SERVICE CHARGE (___%) _____

ADD: OTHER APPLICABLE TAXES/CHARGES (___%) _____

TOTAL NET AMOUNT _____

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TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I. AVAILABILITY		YES	NO	
1.	1-3 JUNE 2022	[]	[]	
II. LOCATION		YES	NO	
1.	PUERTO GALERA, ORIENTAL MINDORO	[]	[]	
III. VENUE		YES	NO	
1.	STRUCTURAL CONDITION:			
A.	THE FOUNDATION IS MADE OF CONCRETE AND STRUCTURAL STEEL MATERIALS OR COMBINATION OF BOTH.	[]	[]	
B.	COMPLIANT WITH THE STANDARDS PROVIDED BY THE BUILDING CODE OF THE PHILIPPINES	[]	[]	
2.	FUNCTIONALITY OF CONFERENCE ROOM			
A.	AVAILABLE ONE (1) AIR-CONDITIONED FUNCTION ROOM ON JUNE 1-3, 2022 THAT CAN ACCOMMODATE 100 PARTICIPANTS	[]	[]	
B.	ROOM MUST NOT CONTAIN PILLARS	[]	[]	
C.	AMENITIES INCLUDE:			
1.	AT LEAST 3 MICROPHONE UNITS	[]	[]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
3.	PROJECTOR SCREEN AND TABLE FOR LCD PROJECTOR	[]	[]	
4.	PODIUM	[]	[]	
5.	WAIVED CHARGES FOR USE OF LAPTOPS AND PROJECTOR	[]	[]	
6.	WHITEBOARDS, WRITING PADS, PENCILS AND MARKERS	[]	[]	
7.	WELCOME STREAMER	[]	[]	
8.	FREE WELCOME DRINKS	[]	[]	
3.	ROOM ARRANGEMENTS:			
A.	ACCOMMODATION/BEDS FOR 100 PAX	[]	[]	
4.	FACILITIES:			
A.	CONTINUOUS WATER SUPPLY & ACCESSIBLE COMFORT ROOM	[]	[]	
B.	ACCESSIBLE EMERGENCY EXIT AND ALARM, STANDBY FIRE EXTINGUISHER AND AUTOMATIC SPRINKLER	[]	[]	
C.	AVAILABLE TELEPHONE WITHIN THE PREMISES OF THE BUILDING	[]	[]	
D.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
E.	ADEQUATE GUARDED PARKING SPACE	[]	[]	
F.	FREE WI-FI INTERNET ACCESS	[]	[]	
G.	24 HOUR FRONT DESK ASSISTANCE	[]	[]	
H.	FREE USE OF INDOOR FACILITIES AND OUTDOOR SPORTS FACILITIES FROM	[]	[]	
I.	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 THREE (3) DAYS (JUN 1-3, 2023)	[]	[]	
II.	BREAKFAST FOR TWO (2) DAYS (JUN 2-3, 2022)	[]	[]	
III.	LUNCH FOR TWO (2) DAYS (JUN 1-2, 2022)	[]	[]	
IV.	DINNER FOR TWO (2) DAYS (JUNE 1-2, 2022)	[]	[]	
V.	BEVERAGE/FREE FLOWING COFFEE AND WATER	[]	[]	
VI.	MEALS ARE GOOD FOR 100 PERSONS	[]	[]	

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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:** () JUNE 1-3, 2022
- **DELIVERY POINT:** PUERTO GALERA, ORIENTAL MINDORO
- **PAYMENT TERMS:** () DAYS UPON DELIVERY/COMPLETION OF SERVICES RENDERED AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

() _____

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 (2022)**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2021)**
6. Receipts AND Billing Statement / Statement of Account must be BIR compliant (please see below).



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)

(MOBILE NO. & EMAIL ADD)