



**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.: HRMDD-19-96639 (ECA)**

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\_\_\_\_\_  
\_\_\_\_\_

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: 10 DECEMBER 2019/10:00 A.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	<b>LEASE OF VENUE, MEALS, AND ACCOMMODATION FOR THE TWO (2) DAY TRANSCO GAD FOCAL POINT SYSTEM (FPS) SEMINAR ON HGDG AND GMEF</b>  <b>Date: December 19-20, 2019 (2D/1N)</b> <b>No. of Pax: 15</b> <b>Location: Rizal</b>	1 LOT	₱80,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) \_\_\_\_\_

ADD: APPLICABLE VAT ( \_\_\_% ) \_\_\_\_\_

TOTAL NET AMOUNT (VAT INCLUSIVE) \_\_\_\_\_

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<b>TECHNICAL SPECIFICATIONS:</b>				
<b>Item Description</b>		<b>Compliance</b>		<b>Remarks</b>
<b>I. AVAILABILITY</b>		<b>YES</b>	<b>NO</b>	
1.	19-20 DECEMBER 2019	[ ]	[ ]	
<b>II. LOCATION</b>		<b>YES</b>	<b>NO</b>	
1.	RIZAL	[ ]	[ ]	
<b>III. VENUE</b>		<b>YES</b>	<b>NO</b>	
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 19-20 DECEMBER 2019 THAT CAN ACCOMMODATE 15 PARTICIPANTS	[ ]	[ ]	
B.	SEMINAR SET-UP FOR 15 PAX	[ ]	[ ]	
C.	ROOM MUST NOT CONTAIN PILLARS	[ ]	[ ]	
D.	AMENITIES INCLUDE:			
1.	AT LEAST 2 MICROPHONE UNITS	[ ]	[ ]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[ ]	[ ]	
3.	PROJECTOR SCREEN AND TABLE FOR LCD PROJECTOR	[ ]	[ ]	
4.	WHITEBOARD AND/OR FLIPCHART AND MARKERS	[ ]	[ ]	
5.	WAIVED CHARGES FOR USE OF LAPTOPS AND PROJECTOR	[ ]	[ ]	
6.	FREE FLOWING COFFEE / TEA	[ ]	[ ]	
7.	WELCOME STREAMER	[ ]	[ ]	
8.	FREE WELCOME DRINKS	[ ]	[ ]	
3.	ROOM ARRANGEMENTS:			
A.	OPTION 1: THREE (3) SINGLE, SIX (6) TWIN SHARING FOR 15 PAX	[ ]	[ ]	
B.	OPTION 2: ONE (1) SINGLE, SEVEN (7) TWIN SHARING FOR 15 PAX	[ ]	[ ]	
C.	OPTION 3: TWO (2) SINGLE, THREE (3) TRIPLE SHARING, ONE (1) QUADRUPLE SHARING FOR 15 PAX	[ ]	[ ]	
D.	OPTION 4: TWO (2) TWIN SHARING, THREE (3) QUADRUPLE SHARING FOR 15 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	[ ]	[ ]	
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 TWO (2) DAYS (DEC. 19-20, 2019)	[ ]	[ ]	
II.	PM SNACKS FOR TWO (2) DAYS (DEC. 19-20, 2019)	[ ]	[ ]	
III.	BREAKFAST FOR ONE (1) DAY (DEC. 20, 2019)	[ ]	[ ]	

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IV.	LUNCH FOR TWO (2) DAYS (DEC. 19-20, 2019)	[ ]	[ ]	
V.	DINNER FOR ONE (1) DAY (DEC. 19, 2019)	[ ]	[ ]	
VI.	MAIN COURSE (AT LEAST 1 VARIANT OF MEAT, 1 VARIANT OF SEAFOODS AND 1 VARIANT OF VEGETABLES)	[ ]	[ ]	
VII.	RICE	[ ]	[ ]	
VIII.	DESSERT	[ ]	[ ]	
IX.	BEVERAGE/FREE FLOWING COFFEE AND WATER	[ ]	[ ]	
X.	MEALS ARE GOOD FOR 15 PERSONS	[ ]	[ ]	
B.	DATE AND TIME OF DELIVERY:			
I.	19-20 DECEMBER 2019	[ ]	[ ]	
II.	AM SNACKS – 10:00 AM	[ ]	[ ]	
III.	LUNCH – 12:00 NN	[ ]	[ ]	
IV.	PM SNACKS – 3:00 PM	[ ]	[ ]	
V.	DINNER – 6:00 PM	[ ]	[ ]	

**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: ( ) DECEMBER 19-20, 2019 ( ) \_\_\_\_\_
- DELIVERY POINT: RIZAL
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF SERVICES RENDERED 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.

**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 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)