



NATIONAL TRANSMISSION CORPORATION
 RESOURCE MANAGEMENT SERVICES GROUP
 TransCo Annex Bldg., Diliman, Quezon City
 Tel. No. 7902-1133 / 7902-1500 LOC. 1133

SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM
(NEGOTIATED PROCUREMENT: SMALL VALUE PROCUREMENT)

REFERENCE NO.: HRMDD-22-97820 (PLP)

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **PINEDA, MA. 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: 17 JUNE 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 (mlpineda@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)	
1.	HRMDD-22-97820/1 TRAINING PROVIDER FOR EFFECTIVE WORK-LIFE BALANCE NO. OF BATCHES: ONE (1) NO. OF PAX PER BATCH: AT LEAST 30 PAX DATE: JUNE 23, 2022; 8:00 AM TO 5:00 PM VENUE: TRANSCO MULTI OURPOSE HALL, Q.C. TERMS OF REFERENCE 1.BACKGROUND: TRANSCO AIMS TO PROVIDE EMPLOYEES WITH WORK-LIFE BALANCE TRAINING TO CREATE EQUILIBRIUM BETWEEN WORK AND HOME ACTIVITIES. THE PARTICIPANTS WILL BE ABLE TO IDENTIFY THE MAJOR WORK-LIFE BALANCE CONFLICT AND WILL LEARN THE WAYS TO OVERCOME THOSE CONFLICTS. THE PARTICIPANTS WILL BE ABLE TO RECOGNIZE WAYS TO MAINTAIN WORK-LIFE BALANCE AND BE ABLE TO APPLY IT IN THEMSELVES. PARTICIPANTS	1 LOT	₱ 63,000.00		

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	<p>WILL ALSO DEVELOP A PERSONAL-WORK LIFE BALANCE PLAN THAT THEY CAN USE IN DEALING WITH THEIR WORK AND LIFE.</p> <p>2. OBJECTIVE: AFTER COMPLETING THE TRAINING, THE PARTICIPANTS SHOULD BE ABLE TO: -IDENTIFY THE MAJOR SOURCES OF WORK-LIFE BALANCE CONFLICT AND WAYS TO OVERCOME IT; -UNDERSTAND THE BENEFITS OF A WORK-LIFE BALANCE; -RECOGNIZE WAYS TO MAINTAIN WORK-LIFE BALANCE; AND -DEVELOP A PERSONAL WORK-LIFE BALANCE PLAN</p> <p>3. SCOPE OF SERVICE: 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 PARTICULAR DISCIPLINE / FIELD COVERED BY THE ABOVE PROGRAM SHALL BE ENGAGED FOR THIS TRAINING.</p> <p>III. FACILITATORS - ADEQUATE NUMBER OF PROGRAM FACILITATORS SUFFICIENT TO MANAGE AND PROCESS AT LEAST 30 PARTICIPANTS PER TRAINING 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>4. METHODOLOGY: THE RESOURCE PERSON SHALL BE RESPONSIBLE IN EMPLOYING THE APPROPRIATE APPROACH FOR THE CONDUCT OF AN EFFECTIVE TRAINING PROGRAM.</p> <p>5. CONTRACT DURATION: THE PROGRAM SHALL COVER THE ONE (1) BATCH/SESSION FOR ONE DAY AT THE VENUE DESIGNATED BY TRANSCO.</p> <p>6. SCHEDULE: THE PROGRAM SHALL BE CONDUCTED ON JUNE 23, 2022.</p>				

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	<p>7. TRAINING MATERIALS: HANDOUTS AND SUPPLIES WILL BE PROVIDED BY THE TRAINING PROVIDER AND SHALL BE GIVEN TO THE PARTICIPANTS DURING THE TRAINING.</p> <p>8. 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 (PLEASE REFER TO ANNEX A); AND 3. CURRICULUM VITAE OF THE RESOURCE PERSON/S.</p> <p>NOTE: POST TRAINING EVALUATION REPORT SHALL BE GIVEN TO TRANSCO HRD ONE (1) WEEK AFTER THE CONDUCT OF THE TRAINING. B. PLEASE REFER TO PAGE 4 FOR THE ADDITIONAL DOCUMENTS TO BE SUBMITTED.</p> <p>9. CONDUCT PRE-TEST AND POST-TEST.</p> <p>10. OTHERS: I. VENUE: TRANSCO MULTI-PURPOSE HALL II. CERTIFICATE OF COMPLETION WILL BE PROVIDED BY THE TRAINING PROVIDER III. TRANSCO WILL PROVIDE THE OVERHEAD PROJECTOR AND SOUND SYSTEM DURING TRAINING. 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: () JUNE 23, 2022 (8:00 AM TO 5:00 PM)
 - DELIVERY POINT: TRANSCO HEAD OFFICE, DILIMAN, QUEZON CITY
 - PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON FULL DELIVERY AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
 - WARRANTY: _____

- OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:**
1. **Product brochures/catalog/technical reference.**
 2. Please indicate **BRAND/MODEL & WARRANTY** for each offer.

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. Notarized Omnibus Sworn Statement (use applicable form)
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)

(MOBILE NO. AND EMAIL ADDRESS)