



**NATIONAL TRANSMISSION CORPORATION**  
RESOURCE MANAGEMENT SERVICES GROUP  
TransCo Annex Bldg., Diliman, Quezon City  
Tel. No. 7902-1521/Fax No. 7914-6209

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

**REFERENCE NO.: PSDD-21-97286 (PLP)**

FOR INQUIRIES, CONTACT PURCHASING OFFICER: **PINEDA, MA. PILAR**

Sir/Madam:

Please provide us with your best quotation and submit the same to the above assigned purchasing officer on or before the quote closing date at PROCUREMENT MANAGEMENT DIVISION OFFICE, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

**QUOTE CLOSING DATE/TIME: JUNE 30, 2021/10:00AM**

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 TWO (2) 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<br>(VAT INC)   | UNIT PRICE                                   | TOTAL PRICE |
|------------|---|--------------|--------------------|--|-------------|
|            |   |              |                    | (VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT) |             |
| <b>001</b> | PSDD-21-97286 / 1<br><b>SUPPLY OF PROFESSIONAL SERVICES FOR THE ASSESMENT (RECERTIFICATION) AND TWO (2) SURVEILLANCE AUDITS OF TRANSCO'S QUALITY MANAGEMENT SYSTEM (ISO 9001:2015) FOR 2021 - 2023</b><br><br>PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE (TOR) FOR THE COMPLETE DETAILS OF THE REQUIREMENT.<br><br>Please refer to page 2 for the list of documents to be submitted together with your proposal. | <b>1 LOT</b> | <b>₱420,000.00</b> |  |             |

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

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

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

**REFERENCE NO.: PSDD-21-97286 (PLP)**

**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: ( ) THREE YEARS (2021 TO 2023)

NOTE: Each audit proper per audit stage (Re-certification, 2<sup>nd</sup> Year Surveillance Audit and 3<sup>rd</sup> Year Surveillance Audit) should be completed within five (5) working days.

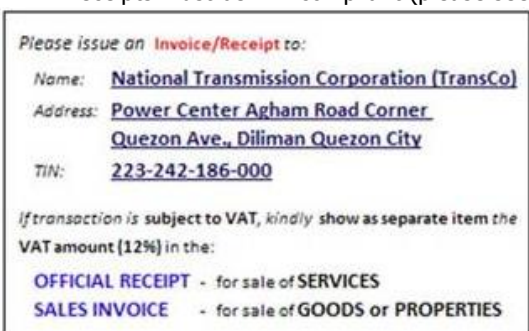
- DELIVERY POINT: TRANSCO HEAD OFFICE, DILIMAN, Q.C. AND VARIOUS TRANSCO FIELD OFFICES
- PAYMENT TERMS: PARTIAL PAYMENT FOR PARTIAL DELIVERY IS ALLOWED; WITHIN 30 CALENDAR DAYS UPON COMPLETION OF AUDITS BASED ON COST PER MAN-DAY AND TOTAL NUMBER OF MAN-DAYS AND SUBMISSION OF THE COMPLETE REQUIRED DOCUMENTS, AMONG THEM ARE AS FOLLOWS:
  1. Final Audit Report for each audit activity
    - a. Recerfication Audit (2021)
    - b. Surveillance Audits
      1. 2<sup>nd</sup> Year (2022)
      2. 3<sup>rd</sup> Year (2023)
  2. Certificate of Work Acceptance issued by TransCo Overall QMR
  3. Billing Statement
- WARRANTY: \_\_\_\_\_

**OTHER REQUIREMENTS/DOCUMENTS TO BE INCLUDED IN THE PROPOSAL:**

1. List of Key Personnel Proposed to be Assigned to the Contract;
2. Curriculum Vitae / Bio-data of the Proposed Key Personnel to include, among others, their (active) QMS Audit Experience in the Government and in the Power Industry at least for the last five (5) years reckoned from deadline of submission of bids;
3. Documentary Proof that all the Proposed Auditors have passed the International Register of Certified Auditors (IRCA) ISO 9001:2015 Lead Auditor Training Course;
4. Documentary Proof that the bidder has a minimum ISO Certification Audit experience for at least 20 years, i.e. SEC Registration or Issued ISO Certification to a Client at least twenty (20) years ago reckoning from the deadline of submission of bids;
5. Bidder’s Certificate of Accreditation from Bureau of Product Standards (BPS) or Philippine Accreditation Office (PAO); and
6. Detailed Computation of the Bid/Offer (Cost per man-day and total number of man-days).

**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)**
2. **DTI/SEC Registration Certificate**
3. **Mayor’s Permit/Business Permit (2021)**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2020 Annual ITR)**
6. **Notarized Omnibus Sworn Statement (Use applicable format)**
7. Receipts must be BIR compliant (please see below).



**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_  
 (SIGNATURE AND DATE)  
 \_\_\_\_\_  
 (NAME AND DESIGNATION)  
 \_\_\_\_\_  
 (NAME OF COMPANY)  
 \_\_\_\_\_  
 (MOBILE NO. / EMAIL ADD)

## **ANNEX A: TERMS OF REFERENCE**

Supply of professional services for the Assessment (Recertification) and Surveillance Audits of the National Transmission Corporation's (TransCo) Quality Management System according to ISO 9001:2015 standard.

### **1.0 Scope of Work**

- 1.1 Perform the following activities:
  - a. Recertification Audit – October 2021
  - b. Surveillance audits
    1. 2<sup>nd</sup> year - 2022
    2. 3<sup>rd</sup> year - 2023
- 1.2 Number of employees per site
  - a. Head Office, Diliman, Q.C.- 298
  - b. Field Offices
    1. Baguio City Economic Zone — 14
    2. Cebu City — 10
    3. Davao City — 14
    4. Palawan – 8 (starting 2023)
    5. Mindoro Oriental – 8 (starting 2023)
    6. Mindoro Occidental – 8 (starting 2023)
    7. Catanduanes – 8 (starting 2023)

TOTAL =**368**

### **2.0 Experience and Capability of the firm**

- 2.1 Should have a minimum ISO Certification Audit experience of 20 years (submit proof of experience)
- 2.2 Should have a Certificate of Accreditation from Bureau of Product Standards (BPS) or Philippine Accreditation Office (PAO)

### **3.0 Qualification of Personnel**

- 3.1 All Auditors to be assigned to TransCo should have passed the International Register of Certificated Auditors (IRCA) ISO 9001:2015 Lead Auditor Training Course and with active QMS audit experience in government for the last five (5) years reckoned from date of opening of eligibility/proposal.
- 3.2 One (1) of the personnel assigned must be an industry expert with experience in the power industry for at least 5 years
- 3.3 Replacement of auditors at the time of actual audit shall be allowed provided that the replacement auditor has equivalent or higher qualification.

#### **4.0 Terms of Payment**

- 4.1 Payment shall be made upon completion of Audits based on cost per man-day and total number of man-days and subject to submission of the following documents:
  1. Final Audit Report of each audit activity
    - a. Recertification Audit (2021)
    - b. Surveillance Audits
      1. 2<sup>nd</sup> year (2022)
      2. 3<sup>rd</sup> year (2023)
- 4.2 Certificate of Work Acceptance issued by TransCo Overall QMR
- 4.3 Billing Statement

#### **5.0 Obligations of TransCo (subject to COVID-19 situation)**

- 5.1 Accompany the Contractor (auditors, power industry experts) to the exact location of each site
- 5.2 Shoulder transportation expenses and board and lodging per EO 248
- 5.3 Make TransCo employees available for the conduct of the audits

#### **6.0 Obligations of the Contractor**

- 6.1 Perform the Scope of work competently within five (5) working days
- 6.2 Submit manpower and man-day schedule for each activity one month before day of audit
- 6.3 Perform Recertification and Surveillance Audits every last week of October starting 2021 or earlier
- 6.4 Submit corresponding Final Audit Reports within ten (10) working days after completion of Recertification/Surveillance Audits
- 6.5 Subject to Audit result, deliver ISO Certificate to TransCo within 30 days
- 6.6 Must submit a detailed audit plan 3 weeks before audit date