



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.: PSDD-22-975754 (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: 07 APRIL 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 SIX (6) 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	WORKSHOP FACILITATOR FOR THE DEVELOPMENT OF SMALL ISLAND GROUP SYSTEM OPERATIONS (SIGSO) COMMUNICATION PLAN TERMS OF REFERENCE 1. BACKGROUND: National Transmission Corporation (TransCo) is mandated by the Department of Energy (DOE) to act as the Off-Grid System Operator for any small grid or off-grid power system with more than one power supplier. With the new mandate, a sound Communication Plan is necessary to discuss the vital role of the TransCo as SIGSO, and to likewise disseminate to various stakeholders the impacts of interconnecting the small island grids to the main grid. The development of Strategic Communication Plan will not only enable the corporation to clearly	1 LOT (30 PAX)	₱350,000.00		

REFERENCE NO.: PSDD-22-97575 (PLP)

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
	<p>Continuation . . .</p> <p>communicate its goals and objectives, but will strengthen the TransCo brand as SIGSO and owner of country's transmission assets.</p> <p>2. OBJECTIVES The main objective of the activity is develop a Strategic Communication Plan for the preparation for and implementation of the systems operations of the off-grid islands of Mindoro (Occidental and Oriental), Palawan and Catanduanes.</p> <p>Specifically, the objectives of the activity are the following:</p> <p>A. Develop and adopt the SIGSO Strategic Communication and Implementation Plan; B. Conduct training workshops and capacity building sessions to prepare focal TransCo spokespersons in answering questions relative to the SIGSO; and C. Develop the branding guide for TransCo as SIGSO.</p> <p>3. SCOPE OF SERVICES Consistent with the stated objectives, the Consultant is expected to provide the following services:</p> <p>A. Formative Research (Situational Analysis)</p> <p>B. Examine the nature of and the role of TransCo as SIGSO.</p> <p>a. Assess current organizational identity through its programs, services, interface, systems, and public image.</p> <p>b. Assess the communication capacity of the organization in terms of its capability in information dissemination and education, behavior change, social marketing, social media, media advocacy and communication for social change, and events management</p> <p>c. Identify and detail approaches for fulfilling TransCo's media and public relations requirements in a comprehensive and coordinated strategy.</p> <p>C. Provide the workshops for developing core messages and branding guidelines, preparation of strategic IECs, issues and reputation management, social media, media advocacy, including simulation/mock exercises for media.</p>				

REFERENCE NO.: PSDD-22-97574 (PLP)

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
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	<p>Continuation . . .</p> <p>interview, press briefings and events management. The workshops should also be able to allow for TransCo (management) to experience a revitalized external communication program through communications and image building coaching sessions.</p> <p>D. Prepare a complete media and public relations strategy and an implementation plan.</p> <p>E. Propose an evaluation plan or tool how to measure the results of the overall communication plan.</p> <p>4. PROJECT PROPOSAL / PROJECT REQUIREMENTS</p> <p>A. The Consultant shall submit a written proposal that contains a detailed description of how it proposes to accomplish the project, including a detailed project management plan and timetable.</p> <p>B. Expected deliverables, preferably listed for each identified project component</p> <p>C. Proposed timetable indicating number of days required to complete each project component</p> <p>D. Other project implementation details useful for evaluation of proposal</p> <p>E. Subject to the final agreement with the Consultant, specific deliverables shall include:</p> <p>a. Assessment report which contains a SWOT analysis of the TransCo as the new SIGSO as well as media/public relations requirement for the new mandate, goals and targets of the proposed communication strategy, a detailed analysis identifying the settings, channels and media for reaching critical audience for the communication plan.</p> <p>b. The Project/Consulting Proposal which contains detailed approaches and activities to be performed including timetable for the roll out of the activities and expected outputs.</p> <p>c. Submissions of documentation of major activities; developed core messages and branding guidelines; proposed IECs and techniques; the SIGSO Communication and Strategy Plan (which shall include communication protocols, an implementation plan, detailed resource list and budget).</p>				

REFERENCE NO.: PSDD-22-97574 (PLP)

NO.	DESCRIPTION	QUANTITY	ABC (VAT INC)	UNIT PRICE	TOTAL PRICE
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	<p>Continuation . . .</p> <p>d. An evaluation instrument for measuring the achievement of the goals and targets of the communication strategy and plan.</p> <p>5. QUALIFICATIONS OF THE PROPOSED TRAINOR</p> <p>A. Degree in communications, information technology, or a related field, preferably with post-graduate degree;</p> <p>B. Additional professional training and/or certification is desirable;</p> <p>C. At least ten (10) years of relevant communications and training experience;</p> <p>D. Strong analytical capabilities;</p> <p>E. Strong organizational skills and the ability to prioritize and ensure timely completion of tasks as well as respond quickly to TransCo management requests;</p> <p>F. Good interpersonal skills; and</p> <p>G. Strong teamwork skills.</p> <p>6. TIMEFRAME, ACTIVITIES AND EXPECTED OUTPUTS</p> <p>- Please refer to the attached Terns of Reference.</p> <p>7. OTHER CONTRACT TERMS</p> <p>- Please refer to the attached Terns of Reference.</p> <p>8. DOCUMENTS TO BE SUBMITTED BY THE SERVICE PROVIDER:</p> <ol style="list-style-type: none"> 1. Comprehensive Curriculum Vitae (CV) of the facilitator/trainor; 2. Certificate of Acceptability of Output from previous government engagement 3. Proposed Training Outline and Framework; 4. Sample of Communication Plan from previous engagement. <p>7. SCHEDULE AND VENUE: The entire project shall cover five (5) months and workshops shall be done via online. Please refer to "Timeframe, Activities and Expected Outputs"</p>				

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				(VAT EXCLUSIVE, INDICATE APPLICABLE 12% VAT)	
	Continuation . . . Section of the TOR for the complete and detailed project timeline and milestones. But the project shall start immediately upon award of the contract and upon advise by TransCo. 8. NUMBER OF PARTICIPANTS Number of participants is maximum thirty (30).				

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: () WITHIN FIVE (5) MONTHS UPON ACKNOWLEDGEMENT OF THE PURCHASE ORDER (PO) AND NOTICE BY TRANSCO
- DELIVERY POINT: VIRTUAL WORKSHOP
- PAYMENT TERMS: PARTIAL PAYMENT FOR PARTIAL DELIVERY; PAYMENT SHALL BE IN FOUR (4) TRANCHES AS FOLLOWS:
FIRST: 15%; OUTPUT: Inception Report and Consulting Proposal
SECOND: 30%; OUTPUT: Core Messages and Branding Guidelines and Workshop, Assessment Report and Documentation Report
THIRD: 40%; OUTPUT: The SIGSO Communication Strategy Plan including clear objective and targets, CapDev Module/Outline, and Documentation Report
Fourth: 15%; OUTPUT: Consolidated SISGO Communication Strategy and Plan, Performance evaluation measurement framework/tool, Submission of final copy of consolidated Project Documentation covering all activities and outputs

WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF THE WORKSHOP AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS

- WARRANTY: _____ (IF APPLICABLE)

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 Items 4 and 8 of above for the complete list of documents to be submitted.**
4. **Please refer to the attached Terms of Reference for the complete details of this requirement.**

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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. 2022 Mayor’s Permit/Business Permit**
- 4. BIR Certificate of Registration**
- 5. Latest Income/Business Tax Return (2020 Annual ITR)**
- 6. Notarized Omnibus Sworn Statement** (Applicable template shall be provided to the awardee)
- 7. Receipts must be BIR compliant (please see below).**



TRANSCO TERMS ACCEPTED: _____
(SIGNATURE AND DATE)

(NAME AND DESIGNATION)

(NAME OF COMPANY)

(MOBILE NO. AND EMAIL ADDRESS)

**PURCHASE REQUISITION FOR THE WORKSHOP FACILITATOR AND
CONSULTANT FOR THE DEVELOPMENT OF SMALL ISLAND GROUP SYSTEM
OPERATIONS (SIGSO) COMMUNICATION PLAN**

TERMS OF REFERENCE

BACKGROUND

On 4 February 2021, the Department of Energy (DOE) issued a Memorandum from the Secretary mandating the National Transmission Corporation (TransCo) to act as the Off-Grid System Operator for any small grid or off-grid power system with more than one power supplier. In support to the said memorandum, the DOE issued Department Circular No. DC 2021-11-0039 on 9 November 2021 listing the guidelines for TransCo's designation as Small Island Grid System Operator (SIGSO).

With the new mandate, a sound Communication Plan is necessary to discuss the vital role of the TransCo as SIGSO, and to likewise disseminate to various stakeholders the impacts of interconnecting the small island grids to the main grid.

The development of Strategic Communication Plan will not only enable the corporation to clearly communicate its goals and objectives, but will strengthen the TransCo brand as SIGSO and owner of country's transmission assets.

OBJECTIVES

The main objective of the activity is develop a Strategic Communication Plan for the preparation for and implementation of the systems operations of the off-grid islands of Mindoro (Occidental and Oriental), Palawan and Catanduanes.

Specifically, the objectives of the activity are the following:

1. Develop and adopt the SIGSO Strategic Communication and Implementation Plan;
2. Conduct training workshops and capacity building sessions to prepare focal TransCo spokespersons in answering questions relative to the SIGSO; and
3. Develop the branding guide for TransCo as SIGSO.

SCOPE OF SERVICES

Consistent with the stated objectives, the Consultant is expected to provide the following services:

1. Formative Research (Situational Analysis)
2. Examine the nature of and the role of TransCo as SIGSO.
 - a. Assess current organizational identity through its programs, services, interface, systems, and public image.
 - b. Assess the communication capacity of the organization in terms of its capability in information dissemination and education, behavior change, social marketing, social media, media advocacy and communication for social change, and events management

- c. Identify and detail approaches for fulfilling TransCo's media and public relations requirements in a comprehensive and coordinated strategy.
3. Provide the workshops for developing core messages and branding guidelines, preparation of strategic IECs, issues and reputation management, social media, media advocacy, including simulation/mock exercises for media interview, press briefings and events management. The workshops should also be able to allow for TransCo (management) to experience a revitalized external communication program through communications and image building coaching sessions.
4. Prepare a complete media and public relations strategy and an implementation plan.
5. Propose an evaluation plan or tool how to measure the results of the overall communication plan.

PROJECT PROPOSAL/PROJECT REQUIREMENTS

1. The Consultant shall submit a written proposal that contains a detailed description of how it proposes to accomplish the project, including a detailed project management plan and timetable.
2. Expected deliverables, preferably listed for each identified project component
3. Proposed timetable indicating number of days required to complete each project component
4. Other project implementation details useful for evaluation of proposal
5. Subject to the final agreement with the Consultant, specific deliverables shall include:
 - a. Assessment report which contains a SWOT analysis of the TransCo as the new SIGSO as well as media/public relations requirement for the new mandate, goals and targets of the proposed communication strategy, a detailed analysis identifying the settings, channels and media for reaching critical audience for the communication plan.
 - b. The Project/Consulting Proposal which contains detailed approaches and activities to be performed including timetable for the roll out of the activities and expected outputs.
 - c. Submissions of documentation of major activities; developed core messages and branding guidelines; proposed IECs and techniques; the SIGSO Communication and Strategy Plan (which shall include communication protocols, an implementation plan, detailed resource list and budget).
 - d. An evaluation instrument for measuring the achievement of the goals and targets of the communication strategy and plan.

QUALIFICATIONS

- a. Degree in communications, information technology, or a related field, preferably with post-graduate degree;
- b. Additional professional training and/or certification is desirable;
- c. At least ten (10) years of relevant communications and training experience;
- d. strong analytical capabilities;
- e. strong organizational skills and the ability to prioritize and ensure timely completion of tasks as well as respond quickly to TransCo management requests;
- f. good interpersonal skills; and
- g. strong teamwork skills.

TIMEFRAME, ACTIVITIES AND EXPECTED OUTPUTS

Project duration shall cover five (5) months. The Consultant is expected to schedule project activities to meet the stated deadline. Both Consultant and TransCo shall agree on the detailed project timeline and milestones. It is expected from the Consultant to start work immediately upon awarding of the Contract.

The table below shows the timeframe, activities corresponding expected outputs to guide the Consultant in performing tasks:

Tranche	Activity and Output	Output	Amount (Php)	Date
1 st – 15%	<p>Prework</p> <p>Preparatory Meeting and Actual Activity – Goal Setting</p>	Inception Report and Consulting Proposal	Php. 52,500	Before April 30, 2022
2 nd – 30%	<p>Workshops</p> <p>1) Core Messaging and Branding Guidelines</p>	<p>1) Core Messages and Branding Guidelines and Workshop;</p> <p>2) Assessment Report and</p> <p>3) Documentation Report</p>	Php. 105,000	Before May 31, 2022
	<p>2) Capacity Development of TransCo-SIGSO Staff (core messaging, branding</p>	<p>1) The SIGSO Communication Strategy Plan including clear</p>		

Tranche	Activity and Output	Output	Amount (Php)	Date
3 rd – 40%	guidelines, media advocacy, speaker's pool, events management new media) and Crafting of the SIGSO Communication Strategy and Plan	objectives and targets; 2) CapDev module/outline 3) Documentation Report	Php. 140,000	Before July 31, 2022
4 th – 15%	Post Workshop Consultancy Presentation to ManCom of the Final Communication Strategy and Plan and the recommended Performance Evaluation Framework/Tool	1) Consolidated SIGSO Communication Strategy and Plan; 2) Performance evaluation measurement framework/tool; 3) Submission of Final Copy of consolidated Project Documentation covering all Activities and Outputs	Php. 52,500	Before August 31, 2022

OTHER CONTRACT TERMS

In carrying out the functions, the Consultant shall avoid any action, and in particular any kind of pronouncement, which may reflect unfavorably on TransCo and the Philippine Government.

Confidential information will mean any knowledge and information at any one time disclosed to the agency by or on behalf of TransCo, verbally or in writing, data or records, or acquired by the agency from the corporation in connection with the services it renders to the extent that such knowledge and information at the time of such disclosure or acquisition is not in the free possession of the agency nor part of public knowledge or literature.

Except with prior written consent of TransCo, the Consultant shall:

- a. Preserve and cause its employees to preserve the secrecy of any confidential information;
- b. Not for any purpose other than the performance of its services disclose to any third party or enable any third party to peruse, copy, or use any such confidential information; and

- c. Not make any reference to the project or activities carried out as part of the project in any advertising, sales promotion, or any other publicity without, in each case, without the written consent of TransCo.

TERMS OF PAYMENT

The Consultant shall receive a total professional fee of **THREE HUNDRED FIFTY THOUSAND PESOS (Php 350,000.00 subject to applicable government tax)** for this engagement from March to August 2022. The amount shall be payable in four (4) tranches. Payment per tranche shall be made within fifteen (15) working days following the date on which **FINAL OUTPUTS** (per TRANCHE) have been delivered and accepted by the TransCo.

MODE OF PROCUREMENT

The procurement/engagement of Workshop Facilitator and Communication Plan Consultant 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."

Prepared by:


ANNE DOMINIQUE D. FRANCISCO
Public Relations Officer V, PSDD

Reviewed by:


EVA ELIZABETH P. MALILAY
Manager, CPDRMD

Approved by:


MR. JASON HUMPHREY SUAREZ
OIC, PSDD