



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-22-97575 (PLP)

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: FEBRUARY 23, 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	FACILITATOR FOR THE TRANSCO STRATEGIC PLANNING WORKSHOP TERMS OF REFERENCE 1. BACKGROUND: Strategic Planning is an integral requirement of the organization's success as it defines future goals and operational tactics geared to the achievement of strategic goals. Transco aims to engage in a Corporate Strategic Planning to open up avenues for discussion on TransCo's future direction. 2. OBJECTIVE: In line with the development of its Corporate Strategic Plan, TransCo aims to engage a Service Provider (Workshop Facilitator) who will provide guidance to its officials in reviewing the corporation's mandates and setting medium to long-term objectives and plans, consistent with the corporation's vision, mission, and core values.	1 LOT (55 PAX)	₱200,000.00		

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	<p>3. SCOPE OF SERVICE: The service to be performed shall cover the following:</p> <p>a. <u>Workshop Program</u> – The Service Provider/Facilitator or Resource Person shall design a 2-day workshop program customized to the specific needs of TransCo. Module design shall be focused on the set objectives. The program shall cover comprehensive discussion on the topics, hands-on application through simulation exercises that will enhance participant’s learning and competency.</p> <p>b. <u>Resource Persons/Facilitators</u> – Must be experts in the discipline/field covered by the above program shall be engaged for this training/workshop. The Resource Person must have in-depth knowledge and understanding of the power industry, particularly of the transmission and distribution sectors, through the conduct of strategic planning sessions with major players in transmission, electric cooperatives, and distribution utilities, nationwide. Resource Person must have extensive experience in conducting Strategic Management Planning Seminars and Workshops participated in by high-ranking officials and/or Board of Directors in the public and private sectors, especially key players in the Power industry.</p> <p>c. <u>Confidentiality Clause.</u> The Workshop Facilitator shall hold and maintain confidential all information which may come into its possession or knowledge in connection with the performance of the services under the contract and shall sign a Non-Disclosure Agreement with TransCo. All outputs of the Workshop shall belong exclusively to TransCo.</p> <p>4. METHODOLOGY: The Resource Person shall be responsible in employing the appropriate approach for the conduct of an effective program.</p> <p>5. WORKSHOP MATERIALS: Hand-outs and supplies shall be borne by the facilitator and be given to the participants during the workshop. The workshop provider shall also provide such other relevant and easy-to-follow multimedia/audio-visual presentations to guide the workshop’s participants.</p>				

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	<p>6. DOCUMENTS TO BE SUBMITTED BY THE SERVICE PROVIDER:</p> <p>A. Eligibility Documents: 1. Curriculum vitae of the resource person/s.</p> <p>B. Post Workshop Requirements: 1. Certificates of Completion for the participants; and 2. Post Workshop Evaluation Report one (1) week after the conduct of the training/workshop. 3. Formatted Strategic Plan</p> <p>C. Please refer to page 4 for the additional mandatory documents to be submitted.</p> <p>7. SCHEDULE AND VENUE: The program shall be conducted on 1 and 2 March 2022, 8:00AM to 5:00PM, at the venue designated by TransCo.</p> <p>8. NUMBER OF PARTICIPANTS Number of participants is fifty-five (55).</p> <p>9. OTHERS Transco shall provide for the training venue and meals of the facilitator during the workshop.</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: () 2 WORKING DAYS (MARCH 1 & 2, 2022)
- DELIVERY POINT: VENEU DESIGNATED BY TRANSCO
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF THE WORKSHOP AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- WARRANTY: _____ (IF APPLICABLE)

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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 the attached Terms of Reference for the complete details of this requirement.**

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 FOR TRANSCO'S
STRATEGIC PLANNING WORKSHOP ON 1-2 MARCH 2022

TERMS OF REFERENCE

1. Background

Strategic Planning is an integral part of the organization's success as it defines future goals and operational tactics geared to optimizing strategic goal achievement. As the administration is nearing to a close, TransCo must ensure that the gains of the current management will become sustainable and replicable, hence a comprehensive Corporate Strategic Plan is warranted.

An effective Strategic Plan clearly defines the best path for an organization to take in the years ahead. Strategic planning can therefore help an organization develop the right goals and targets and motivate everyone to focus their efforts into meeting them.

2. Objectives

In line with the development of its Corporate Strategic Plan, TransCo aims to engage a Service Provider (Workshop Facilitator) who will provide guidance to its officials in reviewing the corporation's mandates and setting medium to long-term objectives and plans, consistent with the corporation's vision, mission, and core values.

3. Scope of Service and Workshop Program

The Service Provider shall design a 2-day workshop program customized to the specific needs of TransCo. Module design shall be focused on the set objectives. The program shall cover comprehensive discussion on the topics, hands-on application through simulation exercises that will enhance participant's learning and competency.

4. Eligibility of the Resource Person/Facilitator

Must be experts in the discipline/field covered by the above program shall be engaged for this training/workshop. Must have in-depth knowledge and understanding of the power industry, particularly of the transmission and distribution sectors, through the conduct of strategic planning sessions with major players in transmission, electric cooperatives, and distribution utilities, nationwide. Resource Person must have extensive experience in conducting Strategic Management Planning Seminars and Workshops participated in by high-ranking officials and/or Board of Directors in the public and private sectors, especially key players in the Power industry.

5. Confidentiality

The Workshop Facilitator shall hold and maintain confidential all information which may come into its possession or knowledge in connection with the performance of the services under the contract and shall sign a Non-Disclosure Agreement with TransCo. All outputs of the Workshop shall belong exclusively to TransCo.

6. **Schedule and Venue**

The program shall be conducted on 1 to 2 March 2022, 8:00AM to 5:00PM, at the venue designated by TransCo.

7. **Methodology**

The Resource Person shall be responsible in employing the appropriate approach for the conduct of an effective program.

8. **Documents to be submitted by the Service Provider**

a. Eligibility Requirements:

- Curriculum Vitae of the Resource Person

b. Post Training/Workshop Requirements

- Certificates of Completion for the participants
- Post Training Evaluation Report one (1) week after the conduct of the Training/workshop
- Formatted Strategic Plan

9. **Approved Budget for the Contract**

The approved budget for the contract is Two Hundred Thousand Pesos Only (Php 200,000.00), inclusive of all applicable taxes and charges. The contract price shall cover training fees, certificates, and miscellaneous expenses.

10. **Mode of Procurement**

The engagement of Service Provider for the two 2-day Workshop 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."

11. **Payment Scheme**

The payment for the services rendered by the Service Provider shall be paid within 15 working days after the Workshop upon his/her submission of complete requirements as stated in item Number 8b.


Prepared by:


JAREL AUBREY U. APELIN
Corporate Staff Specialist C, CPDRMD


ANNE DOMINIQUE D. FRANCISCO
Public Relations Officer V, PSDD

Reviewed by:


EVA ELIZABETH P. MALILAY
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