



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

**SUPPLIER'S TECHNICAL/PRICE QUOTATION FORM  
(NEGOTIATED PROCUREMENT: LEASE OF VENUE)**

**REFERENCE NO.: PSDD-22-97576 (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: 23 FEBRUARY 2022/10:00 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 (mlpineda@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 AND MEALS FOR THE TWO (32) DAY STRATEGIC PLANNING WORKSHOP Date: March 1-2, 2022 No. of Pax: 55 Location: Within Metro Manila</b>	<b>1 LOT</b>	<b>₱280,000.00</b>		

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.	1-2 MARCH 2022	[ ]	[ ]	
<b>II. LOCATION</b>		<b>YES</b>	<b>NO</b>	
1.	WITHIN METRO MANILA	[ ]	[ ]	
<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 WITH GOOD LIGHTING AND VENTILATION ON 1-2 MARCH 2022 THAT CAN ACCOMMODATE 55 PARTICIPANTS	[ ]	[ ]	
B.	AMENITIES INCLUDE:			
1.	AT LEAST 5 MICROPHONE UNITS	[ ]	[ ]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[ ]	[ ]	
3.	WAIVED CHARGES FOR USE OF PROJECTOR	[ ]	[ ]	
4.	PROVISION OF PROJECTOR SCREEN, WHITEBOARDS WITH MARKERS AND ERASER, FLIPCHARTS, WRITING PADS, PENCILS AND MINTS	[ ]	[ ]	
5.	PROVISION OF MESSAGE BOARD AND/OR RECEPTION DESK OUTSIDE MEETING ROOM	[ ]	[ ]	
3.	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.	FREE WI-FI INTERNET ACCESS	[ ]	[ ]	
E.	24 HOUR FRONT DESK ASSISTANCE	[ ]	[ ]	
4.	CATERING SERVICES:			
A.	SET MEALS CONSIST OF THE FOLLOWING FOR 55 PAX:			
I.	AM SNACKS FOR TWO (2) DAYS (MAR 1-2, 2022)	[ ]	[ ]	
II.	PM SNACKS FOR TWO (2) DAYS (MAR 1-2, 2022)	[ ]	[ ]	
III.	BREAKFAST FOR TWO (2) DAYS (MAR 1-2, 2022)	[ ]	[ ]	
IV.	LUNCH FOR TWO (2) DAYS (MAR 1-2, 2022)	[ ]	[ ]	
V.	MAIN COURSE (AT LEAST 1 VARIANT OF MEAT (NO PORK), 1 VARIANT OF SEAFOODS AND 1 VARIANT OF VEGETABLES)	[ ]	[ ]	
VI.	RICE & SOUP	[ ]	[ ]	
VII.	DESSERT	[ ]	[ ]	
VIII.	BEVERAGE/FREE FLOWING COFFEE, TEA AND WATER	[ ]	[ ]	
IX.	MEALS ARE GOOD FOR 55 PERSONS	[ ]	[ ]	
<b>IV. OTHER REQUIREMENTS</b>				
A.	MAINTENANCE	[ ]	[ ]	
B.	ATTRACTIVENESS	[ ]	[ ]	
C.	SECURITY	[ ]	[ ]	

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**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: ( ) MARCH 1-2, 2022 ( ) \_\_\_\_\_
- DELIVERY POINT: WITHIN METRO MANILA
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF SERVICES REQUIRED 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.

**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. 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)

\_\_\_\_\_ (MOBILE NO. & EMAIL ADD)