



**NATIONAL TRANSMISSION CORPORATION**  
 RESOURCE MANAGEMENT SERVICES GROUP  
 TransCo Annex Bldg., Diliman, Quezon City  
 Tel. No. 902-1521/Fax No. 914-6209

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

**REFERENCE NO.: PSDD-19-96622 (ECA)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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: 26 NOVEMBER 2019/10:00 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 (ecarganoza@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, MEALS, ACCOMMODATION FOR THE THREE (3) DAY PLANNING WORKSHOP OF THE OFFICE OF THE PRESIDENT/CEO</b>  <b>Date: December 4-6, 2019 (3D/2N)</b> <b>No. of Pax: 25</b> <b>Location: within Batangas</b>	1 LOT	₱175,000.00		

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.	4-6 DECEMBER 2019	[ ]	[ ]	
<b>II. LOCATION</b>		<b>YES</b>	<b>NO</b>	
1.	BATANGAS	[ ]	[ ]	
<b>III. VENUE</b>		<b>YES</b>	<b>NO</b>	
1.	FUNCTIONALITY OF CONFERENCE ROOM			
A.	AVAILABLE ONE (1) AIR-CONDITIONED FUNCTION ROOM ON 4-6 DECEMBER 2019 THAT CAN ACCOMMODATE 25 PARTICIPANTS	[ ]	[ ]	
B.	AMENITIES INCLUDE:			
1.	AT LEAST 3 MICROPHONE UNITS	[ ]	[ ]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[ ]	[ ]	
2.	ROOM ARRANGEMENTS:			
A.	THREE (3) SUPERIOR ROOM (SINGLE OCCUPANCY) ON DEC. 4-6, 2019	[ ]	[ ]	
B.	ONE (1) SUPERIOR ROOM (TWIN SHARING) ON DEC. 4-6, 2019	[ ]	[ ]	
C.	FIVE (5) SUPERIOR ROOMS (QUAD SHARING) ON DEC. 4-6, 2019	[ ]	[ ]	
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 AT THE HOTEL LOBBY	[ ]	[ ]	
E.	24 HOUR FRONT DESK ASSISTANCE	[ ]	[ ]	
4.	CATERING SERVICES:			
A.	MEALS CONSIST OF THE FOLLOWING FOR THE 25 PAX:			
I.	AM SNACKS (DEC. 5, 2019)	[ ]	[ ]	
II.	PM SNACKS (DEC. 5, 2019)	[ ]	[ ]	
III.	MANAGED BUFFET BREAKFAST FOR TWO (2) DAYS (DEC. 5-6, 2019)	[ ]	[ ]	
IV.	MANAGED BUFFET LUNCH FOR TWO (2) DAYS (DEC. 4-5, 2019)	[ ]	[ ]	
V.	MANAGED BUFFET DINNER FOR TWO (2) DAYS (DEC. 4-5, 2019)	[ ]	[ ]	
VI.	MAIN COURSE (AT LEAST 1 VARIANT OF MEAT, 1 VARIANT OF SEAFOODS AND 1 VARIANT OF VEGETABLES)	[ ]	[ ]	
VII.	RICE	[ ]	[ ]	
VIII.	DESSERT	[ ]	[ ]	
IX.	BEVERAGE/FREE FLOWING COFFEE AND WATER	[ ]	[ ]	
X.	MEALS ARE GOOD FOR 25 PERSONS	[ ]	[ ]	

**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: ( ) DECEMBER 4-6, 2019 ( ) \_\_\_\_\_
- DELIVERY POINT: BATANGAS
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF SERVICES RENDERED AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- WARRANTY: \_\_\_\_\_

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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.

**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**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return**
6. Receipts AND Billing Statement / Statement of Account 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)