



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: SMALL VALUE PROCUREMENT)

REFERENCE NO.: PSDD-20-96680 (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: JANUARY 27, 2020/3:00 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 (ecarganoza@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. The primary purpose of the Strategic Planning is to connect the organization's Mission and Vision by addressing the questions – What is our purpose? (Mission) and What do we want to achieve? (Vision). TransCo aims to engage in a Corporate Strategic Planning that opens up avenues for discussion on TransCo's direction. The Strategic Planning will also entail the review of TransCo's Mission and Vision statements and the crafting of new ones reflecting the discussions and commitments drawn from the proposed Corporate Strategic Planning.	1 LOT (45 PAX)	₱120,000.00		

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	<p>2. OBJECTIVE: The main objective of the program is to review and, if necessary, revise TransCo's Mission and Vision statements, and facilitate and provide guidance in formulating a working Corporate Strategic Plan.</p> <p>3. SCOPE OF SERVICE: The service to be performed shall cover the following:</p> <p>a. Workshop Program – The workshop provider shall design a workshop program geared towards the creation of a new TransCo Vision and Mission, cultivate an environment that effectively guides the program's participants, and facilitates the formulation of a Corporate Strategic Plan as well as the crafting of new Mission and Vision Statements. Workshop module's design shall be focused on the set workshop objectives. The program shall cover comprehensive discussion on the topics, hands-on application through simulation exercises which will enhance participant's learning and competency.</p> <p>b. Resource Persons/Facilitators – Must be experts in the discipline/field covered by the above program. The Resource Person must have extensive experience in conducting training-workshops participated in by top ranking officials and/or Board of Directors in the public and private sectors. Relevant experience in the Energy Sector, while not indispensable, is an advantage. Adequate number of program facilitators to manage and process at least 45 participants shall be provided.</p> <p>c. Workshop Module Design – Details of the module design including presentation materials shall be given to TransCo-PSDD in hard and soft copies at least two (2) days before the conduct of the workshop.</p> <p>d. Confidentiality Clause. The workshop provider 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. All outputs of the workshop shall belong exclusively to TransCo. For this purpose, the workshop provider agrees to execute a Confidentiality or Non-disclosure Agreement to be furnished to, and signed by, the workshop provider subsequent hereto.</p>				

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	<p>4. METHODOLOGY: The Resource Person shall be responsible in employing the appropriate approach for the conduct of an effective program for the purpose of effectively guiding the program's participants, and facilitating the formulation of a Corporate Strategic Plan as well as the crafting of new Mission and Vision Statements.</p> <p>5. WORKSHOP MATERIALS: Hand-outs and supplies shall be borne by the provider 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> <p>6. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER:</p> <p>A. Eligibility Documents: 1. Company profile; 2. Statement of all completed and on-going contracts for the last 2 years (Please refer to the attached Annex A Form); and 3. Curriculum vitae of the resource person/s.</p> <p>B. Eligibility Documents: 1. Certificates of Completion for the participants; and 2. Post Workshop Evaluation Report one (1) week after the conduct of the training/workshop.</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 5-6 February 2020, 8:00AM to 5:00PM, within the area of Angeles City, Pampanga.</p> <p>8. GUARANTEED NUMBER OF PARTICIPANTS Guaranteed number of forty-five (45) participants.</p> <p>9. OTHERS Transco shall provide the accommodation, meals and transportation of the facilitator during the workshop.</p>				

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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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
() 2 CALENDAR DAYS (FEBRUARY 5-6, 2020)
(VAT EXCLUSIVE, INDICATE APPLICABLE VAT)
- **DELIVERY PERIOD:** HOTEL WITHIN THE AREA OF ANGELES CITY, PAMPANGA
- **DELIVERY POINT:** WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF THE WORKSHOP AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- **PAYMENT TERMS:**
- **WARRANTY:** _____

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 documentary requirements.**

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. **2019 Mayor's Permit/Business Permit**
4. **BIR Certificate of Registration**
5. **Latest Income/Business Tax Return (2018 Annual ITR)**
6. **Notarized Omnibus Sworn Statement**
7. Receipts 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)