



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-20-96695 (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: 10 FEBRUARY 2020/10:00 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	LEASE OF VENUE, MEALS, AND ACCOMMODATION FOR THE THREE (3) DAY STRATEGIC PLANNING WORKSHOP, PLANNING WORKSHOP, OPERATIONS REVIEW AND VISION-MISSION SETTING Date: February 26-28, 2020 (3D/2N) No. of Pax: 54 Location: Within Bulacan or Pampanga	1 LOT	₱600,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____

ADD: APPLICABLE VAT (___%) _____

TOTAL NET AMOUNT (VAT INCLUSIVE) _____

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TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	26 - 28 FEBRUARY 2020	[]	[]	
II.	LOCATION	YES	NO	
1.	WITHIN BULACAN OR PAMPANGA	[]	[]	
III.	VENUE	YES	NO	
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 ON 26-28 FEBRUARY 2020 THAT CAN ACCOMMODATE 54 PARTICIPANTS	[]	[]	
B.	AMENITIES INCLUDE:			
1.	AT LEAST 2 MICROPHONE UNITS	[]	[]	
2.	AUDIBLE/OPERATIONAL SOUND SYSTEM	[]	[]	
3.	WAIVED CHARGES FOR USE OF PROJECTOR	[]	[]	
4.	WHITEBOARDS, WRITING PADS, PENCILS AND MARKERS, FLIP CHART	[]	[]	
5.	MESSAGE BOARD AND/OR RECEPTION DESK OUTSIDE MEETING ROOM	[]	[]	
3.	ROOM ARRANGEMENTS:			
A.	SEVEN (7) SINGLE OCCUPANCY ROOMS ON FEBRUARY 26-28, 2020	[]	[]	
B.	SEVEN (7) TWIN SHARING ROOMS ON FEBRUARY 26-28, 2020	[]	[]	
C.	THREE (3) TRIPLE SHARING ROOMS ON FEBRUARY 26-28, 2020	[]	[]	
B.	SEVEN (7) QUAD SHARING ROOMS ON FEBRUARY 26-28, 2020	[]	[]	
4.	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	[]	[]	
5.	CATERING SERVICES:			
A.	MEALS (BUFFET) CONSIST OF THE FOLLOWING FOR 54 PAX:		[]	
I.	AM SNACKS FOR THREE (3) DAYS (FEB. 26-28, 2020)	[]	[]	
II.	PM SNACKS FOR THREE (3) DAYS (FEB. 26-28, 2020)	[]	[]	
III.	BUFFET BREAKFAST FOR TWO (2) DAYS (FEB. 27-28, 2020)	[]	[]	
IV.	BUFFET LUNCH FOR THREE (3) DAYS (FEB. 26-28, 2020)	[]	[]	
V.	BUFFET DINNER FOR TWO (2) DAYS (FEB. 26-27, 2020)	[]	[]	
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 54 PERSONS	[]	[]	

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TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
B.	DATE AND TIME OF DELIVERY	[]	[]	
I.	26-28 FEBRUARY 2020			
II.	AM SNACKS – 10:00 AM			
III.	LUNCH – 12:00 NN			
IV.	PM SNACKS – 3:00 PM			
V.	DINNER – 6:00			

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: () FEBRUARY 26-28, 2020 () _____
- DELIVERY POINT: WITHIN BULACAN OR PAMPANGA
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/COMPLETION OF SERVICES REQUIRED AND SUBMISSION OF COMPLETE REQUIRED DOCUMENTS
- 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.

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 (Latest)**
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).



TRANSCO TERMS ACCEPTED: _____
 (SIGNATURE AND DATE)

 (NAME AND DESIGNATION)

 (NAME OF COMPANY)