



**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-20-96729 (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: FEBRUARY 21, 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)	
<b>1</b>	<b>FACILITATOR FOR THE TRANSCO STRATEGIC PLANNING WORKSHOP</b>  TERMS OF REFERENCE  <b>1. BACKGROUND:</b> 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.  <b>2. OBJECTIVE:</b> The main objective of the program is to facilitate and provide guidance to TransCo management in formulating a working Corporate Strategic Plan and to chart the strategic direction of TransCo for the next 3-5 years.	<b>1 LOT (45 PAX)</b>	<b>₱120,000.00</b>		

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	<p><b>3. SCOPE OF SERVICE:</b> The service to be performed shall cover the following:</p> <p>a. <b><u>Workshop Program</u></b> – The Facilitator or Resource Person shall design a workshop program geared towards the creation of a strategic direction that effectively guides the program’s participants and facilitates the formulation of a Corporate Strategic Plan. 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. <b><u>Resource Persons/Facilitators</u></b> – 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. The Resource Person must have extensive experience in the facilitation of strategic planning workshops for major players in the Power Sector as well as exposure to Distribution Utilities that are the major stakeholders of the transmission system.</p> <p>c. <b><u>Workshop Module Design</u></b> – 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. <b><u>Confidentiality Clause.</u></b> The 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. All outputs of the workshop shall belong exclusively to TransCo. For this purpose, the facilitator agrees to execute a Confidentiality or Non-disclosure Agreement to be furnished to, and signed by, the workshop provider subsequent hereto.</p> <p><b>4. METHODOLOGY:</b> The Resource Person shall be responsible for 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>				

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	<p><b>5. WORKSHOP MATERIALS:</b> 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> <p><b>6. DOCUMENTS TO BE SUBMITTED BY THE TRAINING PROVIDER:</b></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. 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.</p> <p>C. Please refer to page 4 for the additional mandatory documents to be submitted.</p> <p><b>7. SCHEDULE AND VENUE:</b> The program shall be conducted on 4-6 March 2020, 8:00AM to 5:00PM, at the venue designated by TransCo.</p> <p><b>8. GUARANTEED NUMBER OF PARTICIPANTS</b> Guaranteed number of forty-five (45) participants.</p> <p><b>9. OTHERS</b> Transco shall provide for 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  
(**VAT EXCLUSIVE, INDICATE APPLICABLE VAT**)
- DELIVERY PERIOD: ( ) 2 CALENDAR DAYS (MARCH 4-6, 2020)
- 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)

**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. **2020 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).



**TRANSCO TERMS ACCEPTED:** \_\_\_\_\_  
(SIGNATURE AND DATE)

\_\_\_\_\_

(NAME AND DESIGNATION)

\_\_\_\_\_

(NAME OF COMPANY)