



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

REFERENCE NO.: UMD-17-95454(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 ADMINISTRATION OFFICE, Ground Floor, TRANSCO Main Building, Power Center, Quezon Avenue corner BIR Road, Diliman, Quezon City.

QUOTE CLOSING DATE/TIME: 03 NOVEMBER 2017/3:00 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 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,

ROSSANA F. PAGUIO
Manager, General Services 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 OF UTILITY MANAGEMENT DEPARTMENT Date: November 22-24, 2017 (3D/2N) No. of Pax: 15	15 PAX	₱105,000.00		

TOTAL AMOUNT (VAT EXCLUSIVE) _____
ADD: APPLICABLE VAT (___%) _____
TOTAL NET AMOUNT (VAT INCLUSIVE) _____

TECHNICAL SPECIFICATIONS:				
Item Description		Compliance		Remarks
I.	AVAILABILITY	YES	NO	
1.	22-24 NOVEMBER 2017	[]	[]	
II.	LOCATION	YES	NO	
1.	PANGASINAN	[]	[]	
III.	VENUE	YES	NO	
1.	STRUCTURAL CONDITION:			
A.	THE FOUNDATION IS MADE OF CONCRETE AND STRUCTURAL STEEL MATERIALS OR COMBINATION OF BOTH.	[]	[]	

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2.	FUNCTIONALITY OF FUNCTION ROOM: A. AMENITIES INCLUDE: I. AT LEAST 2 MICROPHONE UNITS II. AUDIBLE/OPERATIONAL SOUND SYSTEM III. PROJECTOR SCREEN AND TABLE FOR LCD PROJECTOR IV. WHITEBOARD AND/OR FLIPCHART, AND MARKERS	[] [] [] []	[] [] [] []	
3.	ROOM ARRANGEMENTS: A. THREE (3) TRIPLE SHARING ROOMS (3 PERSONS / ROOM) ON 22-24 NOVEMBER 2017 WITH EXTRA BED B. THREE (3) TWIN SHARING ROOMS (2 PERSONS / ROOM) ON 22-24 NOVEMBER 2017	[] []	[] []	
4.	FACILITIES: A. CONTINUOUS WATER SUPPLY & ACCESSIBLE COMFORT ROOM B. ACCESSIBLE EMERGENCY EXIT AND ALARM, STANDBY FIRE EXTINGUISHER AND AUTOMATIC SPRINKLER C. 24 HOUR FRONT DESK ASSISTANCE D. ADEQUATE SECURITY SERVICE (24/7) E. PROVISION OF JANITORIAL AND MAINTENANCE SERVICES NOTE: ALL BUILDINGS/FACILITIES ARE COMPLIANT WITH THE STANDARDS PROVIDED BY BUILDING CODE OF THE PHILIPPINES	[] [] [] [] []	[] [] [] [] []	
5.	CATERING SERVICES A. MEALS CONSIST OF THE FOLLOWING: I. LUNCH, PM SNACK & DINNER ON 22 NOVEMBER 2017 II. BREAKFAST, AM SNACKS, LUNCH, PM SNACK & DINNER ON 23 NOVEMBER 2017 III. BREAKFAST, AM SNACK, LUNCH ON 24 NOVEMBER 2017 B. DATE AND TIME OF DELIVERY: I. 22-24 NOVEMBER 2017	[] [] [] []	[] [] [] []	

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: () 7 CALENDAR DAYS () _____
- DELIVERY POINT: TRANSCO-HO WAREHOUSE, DILIMAN, Q.C.
C/O M. T. JAVILLO
- PAYMENT TERMS: WITHIN 30 CALENDAR DAYS UPON DELIVERY/SERVICES RENDERED 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**
4. **BIR Certificate of Registration**

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5. Latest Income/Business Tax Return

6. 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)