

## REQUEST FOR QUOTATION / PROPOSAL

**Provision of Venue, including Food and Accommodation for the PCC Operational Planning Conference for 2020 to 2021**

P.R. No./Date Received: **201907-0169 / 26 July 2019**

RFQ/P No. / Date: **201908-0151 / 02 August 2019**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

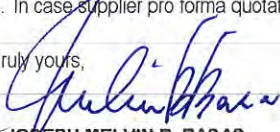
**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [ivabano@phcc.gov.ph](mailto:ivabano@phcc.gov.ph) on or before **09 August 2019 5:00 PM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,



**ATTY JOSEPH MELVIN B. BASAS**  
PBAC Chairperson and Director IV FPMO

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1 Lot	₱ 441,000.00	Provision of Venue, including Food and Accommodation and Food for the PCC Operational Planning Conference for 2020 to 2021 (Please see attached Terms of Reference)			
Total Lot ABC		₱ 441,000.00	<b>TOTAL Amount</b>			
<b>Delivery Instructions:</b>						

*We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.*

*We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.*

*Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.*

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

## TERMS OF REFERENCE

### Provision of Venue including Food and Accommodation for the PCC Operational Planning Conference for 2020 - 2021 on 29 – 30 August 2019

#### I. Rationale/Objective

In line with the implementation of the PCC Organizational Planning System (POPS), the Philippine Competition Commission (PCC) shall conduct the Operational Planning Workshop for 2020-2021. The workshop aims to identify gaps, relevant opportunities, challenges, and risks within its planning horizon, develop appropriate action plans and corresponding operational plans towards more effective and efficient delivery of its mandate.

In this regard, the PCC shall conduct the PCC Operational Planning Conference for 2020-2021 which will be held on 29 – 30 August 2019.

#### II. Participants

Sixty-six (66) PCC personnel are expected to participate in the two-day activity.

#### III. Specification

A venue with the following technical specifications taking into consideration the rating factors under Annex “H” of Revised IRR of RA 9184 for Lease of Venue:

##### A. Availability.

- 1 Air-conditioned conference / function room **on 29 – 30 August 2019** for 66 participants
- Accommodation for **66 participants**

##### B. Location and Site Condition

- (a) **Accessibility.** Located within **Clark, Pampanga.**
- (b) **Parking Space.** Provision of parking space for 15 vehicles.

##### C. Neighborhood Data

- (a) Must have **Sanitation and health condition license/permit.**

##### D. Venue

- (a) **Structural condition.** Must be in a good and well-maintained building facilities.
- (b) **Functionality.**
  - **Function Room.**





One (1) Air-conditioned conference/function room.  
 Can accommodate enough space for the group of 66 persons, **roundtable arrangement**, with the following specifications and/or requirements:

Function Room availability:  
**29 - 30 August 2019** from 8:00 AM to 6:00 PM

- **Provision of the following:**
  - Free use of sound/audio system;
  - Free use of widescreen and LCD projector;
  - Free unlimited Wi-Fi internet connection;
  - Free use of at least 4 whiteboard with markers and erasers/flip chart paper, pads and pencils;
  - Free use of at least 4 wireless microphones;
  - Free mints/candies; and
  - Free flowing coffee and/or tea.

**(c) Room Accommodation**

Check-in Date	Check-out Date	Number of Rooms	No. of Persons
August 29 (12:00 NN)	August 30 (1:00 PM)	13 Single Occupancy	13
		16 Twin Sharing	32
		7 Triple Sharing	21
		<b>Total Persons</b>	<b>66</b>

- Specifications
  - King size/Queen size or single beds
  - Free WiFi internet connection
  - Free use of towel, soap and shampoo
  - With free bottled drinking water
  - Free use of swimming pool and other recreational facilities
  - Complimentary Buffet Breakfast

- **Room Accommodation inclusive of full board meal** (Lunch – 4 pax, PM Snacks and Dinner – 3 pax) **for Advance Party**

Check-in Date	Check-out Date	Number of Rooms	No. of Persons
August 28 (12:00 NN)	August 29* (12:00 NN)	1 Single Occupancy	1
		1 Twin Sharing	2
		<b>Total Persons</b>	<b>3</b>

*\*With complimentary breakfast*

- (d) **Facilities.** Well maintained building facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment

(e) **Other requirements.**

1. **Maintenance.** As stated above
2. **Attractiveness.** With pleasing/appealing building facilities

3. **Security.** With CCTV facilities and visible security personnel

(f) **Catering Services**

- **29 August 2019** (maximum of 66 pax): Midmorning Snack, Buffet Lunch, Midafternoon Snack, Buffet Dinner
- **30 August 2019** (maximum of 66 pax): Midmorning Snack, Buffet Lunch, Midafternoon Snack
- **Menu:**
  - **AM/PM Snacks (heavy):** combination of pasta and pastries / Filipino Merienda
  - **Buffet Lunch and Dinner:** at least 4-5 viands (Fish, Pork/Chicken, Beef, Vegetables), steamed rice, at least 3 deserts, and soup
- **Drinks:**
  - Bottomless iced tea or juice drink during snacks;
  - Bottomless iced tea or lemonade during lunch; and
  - Free-flowing coffee and/or tea and drinking water during the activity.

(g) **Client's satisfactory rating.** With at least two (2) satisfactory rating from previous clientele (1 from government and 1 from private sector).

**IV. Approved Budget for the Contract (ABC)**

A total estimated ABC for this procurement is **Four Hundred Forty-One Thousand Pesos (Php 441,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants and other incidental charges, cost per participant will be charged accordingly.

**V. Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be evaluated following the criteria prescribed under Appendix 7 of the revised IRR of R.A. No. 9184. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

**VI. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement – Lease of Real Property or Venue (Section 53.9 of the RIRR of R.A. No. 9184) which covers provision of venue including food, accommodation, and other facilities.

**VII. Payment Scheme**

The following payment schedule be made to the provider according to the schedule set below:

<b>Schedule</b>	<b>Terms</b>
Within five (5) days after the signing of the contract and issuance of billing statement.	Fifty percent (50%) of the total contract price, inclusive of taxes and service charge.



<p>Within fifteen days (15) days after the issuance of the following:</p> <ul style="list-style-type: none"> <li>• Billing statement by the Service Provider; and</li> <li>• Certificate of Satisfactory Service issued by PCC</li> </ul>	<p>Remaining fifty percent (50%) of the total contract price, inclusive of taxes and service charge.</p>
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**VIII. Liquidated Damages**

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

**IX. Dispute Agreement/Resolution:**

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.


In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

*Prepared By:*

  
**JOSEPH D. BERNAT**  
 Planning Officer V  
 FPMO-Corporate Planning and Management Division

*Approved By:*

  
**ATTY. JOSEPH MELVIN B. BASAS**  
 Director IV  
 Finance, Planning and Management Office

<p><b>Conforme:</b></p> <p>_____</p> <p><b>Name and Signature of Authorized Representative</b></p>
<p>_____</p> <p><b>Designation</b></p>
<p>_____</p> <p><b>Name of Company</b></p>

## ANNEX A

Particulars	NAME OF VENUE	
	Availability (Mark with "✓" or "X")	Remarks
	29 – 30 August 2019	
<b>I. Availability</b>		
- Venue must be available on <b>29 – 30 August 2019</b>		
<b>II. Location and Site Condition</b>		
- Located within <b>Clark, Pampanga</b> - Provision of parking space for 15 vehicles		
<b>III. Neighborhood Data</b>		
- Must have Sanitation and health condition license/permit		
<b>IV. Venue</b>		
- Must be in a good and well maintained building facilities.		
- <b>Function Room.</b> One (1) Air-conditioned conference/function room. Can accommodate enough space for the group of 66 persons, roundtable arrangement, with the following specifications and/or requirements: <b>Provision of the following:</b> Free use of sound/audio system Free use of widescreen and LCD projector Free unlimited Wi-Fi internet connection Free use of whiteboard with markers and erasers/flip chart paper, pads and pencils Free use of at least 4 wireless microphones Free mints/candies; Free flowing coffee and/or tea		
- <b>Room Accommodation</b>  A. Event Proper: Check-in Date: August 29, 2019 (12:00 NN) Check-out Date: August 30, 2019 (1:00 PM)  Room arrangement for 66 persons: <ul style="list-style-type: none"> <li>• 13 Single Occupancy</li> <li>• 16 Twin Sharing</li> <li>• 7 Triple Sharing</li> </ul> Specifications: <ul style="list-style-type: none"> <li>o King size/Queen size or single beds</li> <li>o Free WiFi internet connection</li> <li>o Free use of towel, soap and shampoo</li> <li>o With free bottled drinking water</li> <li>o Free use of swimming pool and other recreational facilities</li> </ul>		
B. Advance Party: - <b>Room Accommodation inclusive of full board meal</b> (Lunch – 4 pax, PM Snacks and Dinner – 3 pax) <b>for 3 people (Advance Party) on August 28, 2019</b>		



<ul style="list-style-type: none"> <li>- <b>Catering Services</b>  <b>29 August 2019</b> (maximum of 66 pax): Midmorning Snack, Buffet Lunch, Midafternoon Snack, Buffet Dinner  <b>30 August 2019</b> (maximum of 66 pax): Midmorning Snack, Buffet Lunch, Midafternoon Snack</li> <li>- Drinks:  Bottomless iced tea or juice drink during snacks;  Bottomless iced tea or juice drink during lunch;  Free-flowing coffee and/or tea and drinking water during the activity.</li> </ul>								
<ul style="list-style-type: none"> <li>- <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>- Well maintained building facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment</li> <li>- With CCTV facilities and visible security personnel</li> </ul> </li> </ul>								
<b>Payment Scheme</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Schedule</th> <th style="width: 50%; text-align: center;">Terms</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Within five (5) days after the signing of the contract and issuance of billing statement.</td> <td style="padding: 5px;">Fifty percent (50%) of the total contract price, inclusive of taxes and service charge.</td> </tr> <tr> <td style="padding: 5px;">Within fifteen days (15) days after the issuance of the following: <ul style="list-style-type: none"> <li>Billing statement by the Service Provider; and</li> <li>Certificate of Satisfactory Service issued by PCC</li> </ul> </td> <td style="padding: 5px;">Remaining fifty percent (50%) of the total contract price, inclusive of taxes and service charge.</td> </tr> </tbody> </table>	Schedule	Terms	Within five (5) days after the signing of the contract and issuance of billing statement.	Fifty percent (50%) of the total contract price, inclusive of taxes and service charge.	Within fifteen days (15) days after the issuance of the following: <ul style="list-style-type: none"> <li>Billing statement by the Service Provider; and</li> <li>Certificate of Satisfactory Service issued by PCC</li> </ul>	Remaining fifty percent (50%) of the total contract price, inclusive of taxes and service charge.		
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<b>FINANCIAL PROPOSAL</b> The ABC is <b>Four Hundred Forty-One Thousand Pesos (Php 441,000.00)</b> , inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.	<b>Estimated Amount per pax</b>  _____							
	<b>Total amount</b>  _____							

<p><b>Conforme:</b></p> <p>_____</p> <p><b>Name and Signature of Authorized Representative</b></p> <p>_____</p> <p><b>Designation</b></p> <p>_____</p> <p><b>Name of Company</b></p>
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## RATING SHEET

RE: PCC Operational Planning Conference for 2020 - 2021

BIDDER'S NAME: \_\_\_\_\_

	RATING FACTORS	WEIGHT (%)	RATING
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(70)	
	2. Parking Space	(30)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and Health Condition	(50)	
	2. Police and Fire Station	(20)	
	3. Restaurant	(20)	
	4. Banking and Postal	(10)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	1. Structural condition	(10)	
	2. Functionality		
	a. Conference Rooms	(20)	
	b. Room arrangement (e.g. Single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(3)	
	d. Space requirements	(6)	
	3. Facilities		
	a. Water supply and toilet	(3)	
	b. Lighting system	(3)	
	c. Elevators	(3)	
	d. Fire escapes	(3)	
	e. Firefighting equipment	(3)	
	f. Internet and Telecommunications	(5)	
	g. Audio visual equipment	(5)	
	4. Other requirements		
	a. Maintenance	(3)	
	b. Attractiveness	(5)	
	c. Security	(3)	
	5. Catering Services	(15)	
	6. Client's satisfactory rating	(5)	
		<b>100</b>	
<b>I.</b>	<b>Availability</b>	___ X (.20) =	
<b>II.</b>	<b>Location and Site Condition</b>	___ X (.15) =	

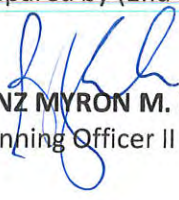





III.	Neighborhood Data	___ X (.05) =	
IV.	Venue	___ X (.60) =	
	<b>FACTOR VALUE</b>		

Passing Score: (85%)

Prepared by (End-User):

  
**RENZ MYRON M. MANAHAN**  
 Planning Officer II

Noted by:

  
**JOSEPH D. BERNAT**  
 Planning Officer V, FPMO-CPMD