

REQUEST FOR QUOTATION / PROPOSAL

Provision of Food for the Legislative Liaison Office Capacity Improvement on Competition Advocacy for Legislative Staff ("CICALS") on 12 December 2019

P.R. No./Date Received: 201911-0281 / 26 November 2019

RFQ/P No. / Date: 201911-0245 / 27 November 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)
- Professional License / Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - Annex "A" (**to be submitted prior to Notice of Award issuance**)

This pro-forma quotation may be 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 or ivabano@phcc.gov.ph on or before **2 December 2019 / 10:00 AM** 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

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	P 135,000.00	Provision of Food for the Legislative Liaison Office Capacity Improvement on Competition Advocacy for Legislative Staff ("CICALS") on 12 December 2019 (Please see Terms of Reference)			
Total Lot ABC		P 135,000.00	TOTAL Amount			
Delivery Instructions:						

(Please provide complete information below)

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 Food for the Legislative Liaison Office's Capacity Improvement on Competition Advocacy for Legislative Staff ("CICALS") on 12, December 2019

I. Rationale/Objectives

The Legislative Liaison Office ("LLO") is tasked with maintaining close liaison between the Commission and Congress regarding legislation, oversight, inquiries, and all other matters relating to the Commission's relationship with Congress.

The program intends to capacitate both the staff of legislators, secretaries and staff of congressional committees on detecting competition issues in pending legislative measures. This can be done through introductory trainings and workshops on the basics of competition policy and law. Members of the technical staff can also be given an overview on competition economics. It is also an opportunity to promote a culture of competition among legislators and aims to address competition issues right at the inception of legislative bills, thus minimizing any intervention on the part of Philippine Competition Commission in case the bill is eventually referred for review and comments.

II. Participants

One Hundred (100) participants, inclusive of the PCC staff, Committee secretaries, legislative staff of the Senate, Secretary of Senate, PLLO staff's, and other LLO counterparts are the expected attendees of the said activity.

III. Location

Padilla Hall, GSIS Building, Senate of the Philippines, Roxas Boulevard, Pasay, Metro Manila.

IV. Specifications

A. Menu (*minimum requirement*)

- **AM Snacks**

Can be plated or Buffet set-up, at least 2 snacks menu, combination of the following choices but not limited to, and subject to final approval of menu:

- Burger Sliders
- Finger Sandwiches
- Various Cakes
- Fruit Skewers



Management
System
ISO 9001:2015



www.tuv.com
ID 9108652446

- Various flavor of Canapes
- Pastries (Tarts, pies, flatbread)
- bottomless iced tea

-Buffet Lunch:

- 1 Soup
- 1 Green Salad with 2-3 choices of dressings
- Steamed, Java or Fried Rice
- 3 Entrees of Food (Fish, Beef, Chicken)
- 2 Side Dishes (Vegetable/ Pasta)
- 2 Desserts (Fresh Fruits/ Pastries/Salads/)
- bottomless iced tea/lemonade/juice
- **PM Snacks (Heavy)**
 - combination of pasta and pastries or Filipino merienda food
 - 1 round iced tea/lemonade/juice
- **Other:**
 - Free-flowing coffee and/or tea and drinking water during activity

B. Serving Schedule

- Mid-Morning Snack – 10:00AM
- Buffet Lunch – 12:00NN
- Mid-afternoon Snack – 3:00PM

C. Scope of Work

- Ingress at least 1-2 hours before the program (9:00AM);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least one (1) managed buffet station, well-arranged and covered by clean and presentable linen;
- Must have at least two (8) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- Tables and chairs (Round Table with chairs for 100pax)
- Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages.
- Ensure cleanliness of buffet area all the time.
- Egress immediately after the program (5:00PM)

V. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is maximum of **One Hundred Thirty-Five Thousand and Five Hundred Pesos (PhP135,500.00)** inclusive of all applicable



Management
System
ISO 9001:2015

www.tuv.com
ID 910852446



government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

VI. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” 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.

VII. Mode of Procurement

The mode of procurement shall be Negotiated Procurement- Small Value Procurement which covers provision of food, provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VIII. Payment Scheme

Full payment of the contract shall be paid within 15 days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC

IX. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent of the contract price by the winning service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. 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; and

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



Management
System
ISO 9001:2015

www.tuv.com
ID 9108852446



Approved by:



CHRISTINA FAYE M. CONDEZ-DE SAGON
Legislative and Policy Officer

Conforme:

Name and Signature

Date:



Management
System
ISO 9001:2015

www.tuv.com
ID 9108652446

