

REQUEST FOR QUOTATION / PROPOSAL

Provision of Meals for the PCC New Employee Orientation on 23 and 24 January 2020

P.R. No./Date Received: 2020-01-0039 / 17 January 2020

RFQ/P No. / Date: 2020-01-0033 / 17 January 2020

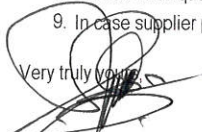
The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved 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)**
- *Omnibus Sworn Statement shall be required only for procurement projects with ABC above ₱50,000.00*

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 or ivabano@phcc.gov.ph on or before **21 January 2020 / 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,

JESON Q. DE LA TORRE
Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				{To be filled-up by the supplier}		
1	1	₱ 53,300.00	Provision of Meals for the PCC New Employee Orientation on 23 and 24 January 2020 (Please see attached Terms of Reference)			
Total Lot ABC		₱ 53,300.00	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 (TIN) : _____

TERMS OF REFERENCE

Provision of Catering Services for Philippine Competition Commission (PCC) New Employee Orientation (NEO) – 7th Batch

I. Rationale/Objective

The NEO is an onboarding activity of the PCC which aims to broaden employees' understanding of the agency's programs, thrusts and operations, as well as clarify their duties and responsibilities, and benefits as government employees. Cognizant of the needs of the new employees, the NEO – 7th Batch has been scheduled on 23 to 24 January 2020 from 8:30 am to 5:00 pm.

II. Participants

The activity shall be participated in by the following number of participants:

Day 1 – 23 January 2020	44 pax
Day 2 – 24 January 2020	38 pax

III. Requirements

A. Menu (2 days)

- AM Snacks
 - combination of pasta and pastries
 - 1 round iced tea/ lemonade/ juice

- PM Snacks
 - combination of burger sandwich and fries
 - 1 round iced tea/ lemonade/ juice

- Buffet Lunch
 - at least 3 viands (fish, chicken, and beef)
 - vegetables
 - steamed rice
 - at least 2 desserts (salad/ fresh fruits and pastries)
 - soup
 - bottomless iced tea/ lemonade/ juice

- Others
 - free-flowing coffee, tea and drinking water
 - provision of complimentary additional 10% serving of food and drinks as buffer

B. Serving Schedule

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

C. Scope of Work

1. Ingress at least 2 hours before the program;
2. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
3. Set up at least one (1) managed buffet station, well-arranged and covered by white and dark blue or black combination of linens, and a well-decorated centerpiece;
4. Must have at least two (2) staff/ servers to assist in the distribution of food and drinks, and one (1) coordinator;
5. Egress immediately after the program; and
6. Coordinate closely with PCC in securing delivery and work permit from Ayala.

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for this procurement is **Fifty-Three Thousand Three Hundred Pesos (₱53,300.00)**, inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

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

VI. Payment Scheme

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

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

VII. 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 (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. Dispute Agreement/Resolution:

- a. Should there be any dispute related to the Contract and/or rights of the parties, 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.
- b. 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
- c. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:


ANTONIA LYNNELY L. BAUTISTA
Officer-in-Charge
Administrative Office

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Company
_____ Date