

REQUEST FOR QUOTATION / PROPOSAL

Provision of Food for the Conduct of Symposium on Merger Review for Governance Commission for GOCCs and Philippine Reclamation Authority on 19 to 20 March 2020

P.R. No./Date Received: 2020-03-0068 / 09 March 2020

RFQ/P No. / Date: 2020-03-0065 / 09 March 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 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 **13 March 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	₱ 84,500.00	Provision of Food for the Conduct of Symposium on Merger Review for Governance Commission for GOCCs and Philippine Reclamation Authority on 19 to 20 March 2020 (Please see attached Terms of Reference)			
Total Lot ABC		₱ 84,500.00	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 : _____

TERMS OF REFERENCE

PROVISION OF FOOD FOR THE CONDUCT OF SYMPOSIUM ON MERGER REVIEW FOR GOVERNANCE COMMISSION FOR GOCCs AND PHILIPPINE RECLAMATION AUTHORITY ON 19-20 MARCH 2020

I. Rationale/Objective

The Mergers and Acquisitions Office (MAO) of the Philippine Competition Commission (PCC) is mandated to review, investigate and evaluate mergers and acquisitions which are likely to substantially prevent, restrict or lessen competition in the relevant market or in the market for goods and services.

The PCC, through MAO will conduct a Symposium on Merger Review on **March 19 to 20, 2020** in PCC.

An external service provider shall be contracted to provide the food.

II. Participants

There will be **sixty-five (65) participants** for the said 2-day activity, comprising of **thirty-four (34) Corporate Governance Officers** from the Governance Commission for GOCCs and **two (2) representatives** from the Philippine Reclamation Authority.

Also, the said activity will gather **twenty-two (22) employees** from the Mergers and Acquisitions Office, **one (1) employee** from the Economics Office, **one (1) employee** from the Communications and Knowledge Management Office and **five (5) employees** from the Commissioners and Executive Director's Office.

III. Requirements

A. Menu (*minimum requirement*)

- **Plated AM & PM Snacks (Heavy) for 65 pax:**
 - combination of pasta and pastries / Filipino Merienda
 - 1 round Iced Tea/Lemonade/Juice
- **Buffet Lunch for 65 pax:**
 - at least with 3 viands (Fish, Chicken, Beef/Pork)
 - vegetables
 - steamed rice
 - at least 2 desserts (salad / fresh fruits / pastries / shooters)
 - Soup
 - Bottomless Iced Tea/Lemonade/Juice
- **Other:**
 - Free-flowing coffee and/or tea and drinking water during activity



B. Serving Schedule on 19 March 2020

- Mid-Morning Snack – 10:00AM
- Buffet Lunch – 11:45AM
- Mid-afternoon Snack – 3:30PM

C. Serving Schedule on 20 March 2020

- Mid-Morning Snack – 10:30AM
- Buffet Lunch – 11:45AM
- Mid-afternoon Snack – 2:00PM
-

D. Scope of Work

- Ingress at least 1-2 hours before the program (8:00AM);
- 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 (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- 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).

Client's satisfactory rating. Must have a satisfactory rating from previous clientele evidenced by submitting at least one (1) Certificate of Satisfactory Service as a supporting document.

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement **Eighty-Four Thousand and Five Hundred Pesos (PhP 84,500.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement which covers food 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 15 days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by 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 10 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.

VIII. 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.

Approved by:


KRYSTAL LYN T. UY
Director IV, Mergers and Acquisitions

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