

**REQUEST FOR PROPOSAL**

**Provision of Venue including Food and Accommodation for the conduct of the Administrative Office Mid-Year Performance Assessment and Catch-up Plan for FY 2022**

P.R. No./Date Received: **2022-05-0078 / 23 May 2022**

RFQ/P No. / Date: **2022-05-0076 / 23 May 2022**

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** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

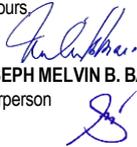
**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference
- Latest Income / Business Tax Return

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 [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or [ivabano@phcc.gov.ph](mailto:ivabano@phcc.gov.ph) on or before **26 May 2022, 12:00 NN** 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**.

Very truly yours,



**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	₱ 294,000.00	Provision of Venue including Food and Accommodation for the conduct of the Administrative Office Mid-Year Performance Assessment and Catch-up Plan for FY 2022	
			(Please see attached Terms of Reference)	
<b>Total Lot ABC</b>		<b>₱ 294,000.00</b>	<b>TOTAL Amount:</b>	
<b>Delivery Instructions:</b>			<i>Please see attached Terms of Reference</i>	

(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 Venue Including Food and Accommodation for the Conduct of the Administrative Office Mid-Year Performance Assessment and Catch-up Planning for FY 2022

#### I. Rationale/Objective

Office Circular No. 2022-006 dated 11 May 2022 prescribed the guidelines for the conduct of the abovementioned mid-year assessment workshop. The workshop aims to evaluate the status of the PCC GSC Targets and Strategic Initiatives for FY 2022, and evaluate the performance of PCC Offices for FY 2022 vis-à-vis their approved OPS or DPS, and identify good practices that can be adopted by the agency and areas for improvement that must be addressed.

Relative thereto, the Administrative Office (“AO”) shall conduct its Mid-Year Assessment and Catch-up Planning for FY 2022 on 30-31 May 2022 in La Union or within its nearby areas.

#### II. Participants

Forty-Two (42) PCC Officials and staff from AO are expected participants of the said workshop.

#### III. Specifications

The selection of venue shall be evaluated based on the following technical specifications vis-a-vis rating factors under Annex “H” of Revised IRR of RA 9184 for Lease of Venue:

**A. Availability.** Venue must be available on 30-31 May 2022.

##### B. Location and Site Condition

- 1. Accessibility.** Located within La Union or within its nearby areas.
- 2. Parking Space.** Provision of parking space for at least 3-6 vehicles.

##### C. Neighborhood Data

1. Must have **Sanitation and health condition license/permit and the facilities are properly maintained.**
2. Accessible to **Police and Fire station, Restaurant, Banking and Postal.**

##### D. Venue

- 1. Structural condition.** Must be in a good and well-maintained building facilities.
- 2. Functionality**
  - a. Conference/Function Room.**

> **One (1) Air-conditioned conference/function room** that can accommodate enough space for the group of forty-two (42) participants (banquet set up)

Room Availability:

- 30 May 2022 12:00NN – 6:00 PM

- 31 May 2022 8:00 AM – 12:00 NN

Provision of the following:

- Sound/audio system;
- Widescreen and LCD projector;
- Unlimited Wi-Fi internet connection;
- Whiteboard with markers and erasers/flip chart paper, pads and pencils;
- At least 4 microphones;
- Mints/candies; and
- Free-Flowing brewed-coffee and/or tea during the activities

**b. Light, ventilation, and air conditioning.** With good lighting and well ventilated function or conference room.

**c. Space requirements.**

- Conference room that can accommodate 42 pax (banquet set-up)

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

**4. Other requirements**

1. **Maintenance.** As stated above
2. **Attractiveness.** With pleasing building facilities
3. **Security.** With CCTV facilities and visible security personnel

**5. Catering Services**

- **30 May 2022 (42 pax)**
  - 12:00 NN – Buffet Lunch
  - 3:00 PM – PM Snacks
  - 7:00 PM – Buffet Dinner
- **31 May 2022 (42 pax)**
  - 7:00 AM – Breakfast
  - 10:00 AM – AM Snacks
  - 12:00 NN – Buffet Lunch
- Drinks - One round of iced tea or lemonade during snacks; Bottomless iced tea or lemonade during lunch; Free-flowing coffee and/or tea and drinking water during the activity.

**6. Room Accommodation**

Inclusive Date	Room Type	Number of Pax
30-31 May 2022	Single Occupancy Room	1
	Double Occupancy	6

	Triple/Quadruple Sharing Occupancy	35
	Total	<b>42 pax</b>

***Inclusions:***

- Complimentary bottled drinking water, to be replenished daily
- Free Wi-Fi Internet Connections
- Complimentary Breakfast
- With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush & toothpaste, etc.)
- Free access to all hotel recreational facilities

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

A total estimated ABC for this procurement is **Two Hundred Ninety-Four Thousand Pesos (PhP294,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

**V. 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.

**VI. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement – Lease of Privately-Owned Venue, which includes food, accommodation, and other facilities, consistent with section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

**VII. Payment Scheme**

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

- a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC

**VIII. 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 contract. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

**IX. Dispute Agreement/Resolution:**

- A. Should there be 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.
- 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:



**JESON Q. DE LA TORRE**

Director IV  
Administrative Office

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



**ANNEX A**

Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “√” or “X”) 30-31 MAY 2022	Remarks
<b>I. Availability</b>		
➤ Venue must be available on 30-31 May 2022		
<b>II. Location and Site Condition</b>		
➤ Located within the La Union or within its nearby areas		
➤ Provision of parking space for at least 3-6 vehicles		
<b>III. Neighborhood Data</b>		
➤ Must have Sanitation and health condition license/permit		
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal.		
<b>IV. Venue</b>		
➤ Must be in a good and well-maintained building facilities		
➤ One (1) Air-conditioned conference/function room that can accommodate enough space for the group of forty-two (42) participants (banquet set-up)  Room Availability: 30 May 2022 12:00NN – 6:00 PM 31 May 2022 8:00 AM – 12:00 NN  Provision of the following:  Sound/audio system; Widescreen and LCD projector; Unlimited Wi-Fi internet connection; Whiteboard with markers and erasers/flip chart paper, pads and pencils; At least 4 microphones; Mints/candies; and Free-Flowing brewed-coffee and/or tea during the activities		

<ul style="list-style-type: none"> <li>➤ With good lighting and well-ventilated function/ conference room</li> </ul>		
<ul style="list-style-type: none"> <li>➤ Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Catering Services</b>  30 May 2022 (42 pax)  12:00 NN – Buffet Lunch  3:00 PM – PM Snacks  7:00 PM – Buffet Dinner   31 May 2022 (42 pax)  7:00 AM – Breakfast  10:00 AM – AM Snacks  12:00 NN – Buffet Lunch   Drinks - One round of iced tea or lemonade during snacks; Bottomless iced tea or lemonade during lunch; Free-flowing coffee and/or tea and drinking water during the activity.</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Room Accommodation (30-31 May 2022)</b>  1 pax – Single Occupancy  6 pax – Double Occupancy  35 pax – Triple / Quadruple Occupancy   Inclusions:  - Complimentary bottled drinking water, to be replenished daily  - Free Wi-Fi Internet Connections  - Complimentary Breakfast  - With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush &amp; toothpaste, etc.)  - Free access to all hotel recreational facilities</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Other Requirements:</b>  - With CCTV facilities and visible security personnel</li> </ul>		
<p><b>Payment Schemes:</b></p> <ul style="list-style-type: none"> <li>➤ <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i> <ol style="list-style-type: none"> <li>a. Billing statement with breakdown of applicable taxes and other charges by the Service Provider; and</li> <li>b. Certificate of Satisfactory Service issued by PCC</li> </ol> </li> </ul>		

**FINANCIAL PROPOSAL**

The ABC is **Two Hundred Ninety-Four Thousand Pesos (PhP 294,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

**Estimated Amount per pax per day**

PhP

**Total amount:**

**PhP**

Conforme:

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Company