

REQUEST FOR PROPOSAL

Provision of Venue including Accommodation for the Conduct of the Multisectoral Forum on the Philippine Competition Act (PCA) and the National Competition Policy on 1-3 June 2022 in Legazpi City

P.R. No./Date Received: **2022-05-0083 / 20 May 2022**

RFQ/P No. / Date: **2022-05-0075 / 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 or ivabano@phcc.gov.ph on or before **25 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	₱ 272,000.00	Provision of Venue including Accommodation for the Conduct of the Multisectoral Forum on the Philippine Competition Act (PCA) and the National Competition Policy on 1-3 June 2022 in Legazpi City	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 272,000.00	TOTAL Amount:	
Delivery Instructions:			Please see attached Terms of Reference	

(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, Accommodation, and Conference Facility for the Multisectoral Forum on the Philippine Competition Act (PCA) and National Competition Policy (NCP) in Legazpi City on 1 to 3 June 2022

I. Rationale/Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement the National Competition Policy and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA serves as the primary competition law in the Philippines for promoting and protecting competitive markets.

The PCC is intensifying its efforts to ensure that stakeholders are informed about competition policy and law, the Commission itself, and its functions and powers. Thus, as part of PCC's advocacy and capacity-building initiatives that aim to educate and capacitate relevant stakeholders and the public about competition policy and law and the provisions of the PCA, the PCC will conduct the Multisectoral Forum on Competition Law and Policy in Legazpi City on 1-3 June 2022. An external service provider shall be contracted to provide the meeting package and accommodation for PCC officials and staff.

II. Participants

The event will gather 100 participants, including local stakeholders in Legazpi City and PCC officials and staff.

III. Scope of Works and Specifications

A venue with the following technical specifications taking into consideration the rating factors for lease of venue under Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184:

A. Availability

- Meeting package and accommodation must be available on **1-3 June 2022** (detailed requirements per day specified below)

B. Location and site condition

- Located within Legazpi City's business and commercial district
- At least a 3-star hotel or equivalent
- Provision of parking space for at least 20% of total number of pax



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- Accessible to all modes of public transportation
- Accessible to police and fire stations, restaurants, banks and postal office
- Must have sanitation and health condition license/permit
- Preferably within 5km-radius to/from PCC iStation in Legazpi City (venue of inauguration)

C. Facilities

- Must be a Department of Tourism (DOT)-accredited accommodation facility
- Must have a Safety Seal granted by the Department of Trade and Industry
- Well maintained building/resort facilities such as but not limited to—water supply and toilet, well-ventilated function rooms, lighting system, fire escapes, firefighting equipment, internet and telecommunications, and audio-visual equipment.
- Building and facilities must not be more than 10 years old from the date of establishment.
- Security: With CCTV facilities and visible security personnel
- PWD-friendly facilities

D. Conference/Function Room

- Air-conditioned conference/function room with the following specifications and/or requirements:
 - Function room availability: **2 June 2022 (8:00 am – 5:00 pm)**
 - Allowance for ingress of at least 2 hours before the event and egress of 2 hours after the event
 - Can accommodate **100 pax in crescent/half-rounds setup**
 - Registration table and event signage
 - Provision of sound/audio system
 - Provision of a widescreen and LCD projector
 - Free unlimited Wi-Fi internet connection
 - Provision of pads and pencils
 - Provision of at least 4 wireless microphones
 - Use of conference room electrical outlets with no additional charges

E. Food Services Requirements (2 June 2022)

- Free-flowing coffee and tea, with provision for water station, throughout the function
- Provision of mints/candies during the function
- AM Snacks, Buffet Lunch, PM Snacks for a guaranteed number of 100 pax

MEAL	SETUP
AM Snacks	Plated
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits)
PM Snacks	Plated

- Drinks: One round of iced tea or lemonade during lunch, snacks, and dinner

F. Room Accommodation Requirements

- Availability of air-conditioned rooms with the following details:

Check-in Date	Check-out Date	Room Type	Number of Room(s)	Number of Occupant
1 June	3 June	Single Occupancy (at least queen-size bed)	7	1 pax per room
1 June	3 June	Twin Sharing (two separate double-size beds)	10	2 pax per room

- Specifications:
 - Size: At least 25 square meters
 - Free unlimited and reliable high-speed Wi-Fi internet connection
 - Free use of towel, soap, shampoo, and other bath toiletries/amenities
 - With free bottled drinking water every day
 - Free use of swimming pool and/or other recreational facilities
 - Complimentary Buffet Breakfast for all registered occupants
 - Complimentary airport transfers from/to airport and hotel and vice versa

G. Client's satisfactory rating. With satisfactory rating from previous government clientele.

IV. Approved Budget for the Contract (ABC)

The ABC is computed at **Two Hundred Seventy-Two Thousand Pesos (PhP 272,000.00)** for the number of participants guaranteed in this TOR and of all applicable government taxes and service charges. In the 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 RA 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 under Negotiated Procurement which covers provision of food, venue, accommodation, and other facilities, provided under the Revised IRR of RA 9184.

VII. 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.

Billing statement must be provided by the Service Provider within 7 days upon conclusion of event.

VIII. Liquidated Damages

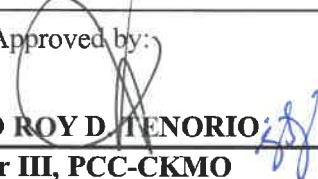
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (0.001) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC reserves the right to rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

IX. Dispute Agreement/Resolution:

In the matter of dispute, 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:
 ARNOLD ROY D. TENORIO
Director III, PCC-CKMO
Date:

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	Remarks
1. Availability		
Meeting package and accommodation must be available from 1 to 3 June 2022		
2. Location and Site Condition		
- Located near/within Legazpi City's business and commercial district		
- At least a 3-star hotel or equivalent		
- Provision of parking space for at least 20% of total number of pax		
- Accessible to all modes of public transportation		
- Accessible to police and fire stations, restaurants, banks and postal office		
- Must have sanitation and health condition license/permit		
- Preferably within 5 kms to and from NEDA Region V office (venue of inauguration) and venue of forum		
3. Facilities		
- Must be a Department of Transportation (DOT)-accredited accommodation facility		
- Must have a Safety Seal granted by the Department of Trade and Industry.		
- Establishment 10 years old and below		
- Well maintained building/resort facilities such as: water supply and toilet; well-ventilated function rooms; lighting system; fire escapes; firefighting equipment; internet and telecommunications; audio visual equipment		
- Security: With CCTV facilities and visible security personnel		
- PWD-friendly facilities		
4. Conference/Function Rooms		
- Air-conditioned conference/function room available on: 2 June 2022 (8:00 am – 5:00 pm)		
- Allowance for ingress of at least 2 hours before the event and egress of 2 hours after the event		
- Registration table and event signage		
- Can accommodate 100 pax in round table setup		
- Provision of sound/audio system		
- Provision of a widescreen and LCD projector with splitter		
- Free unlimited Wi-Fi internet connection		
- Provision of whiteboard with markers and erasers/flipchart paper, pads and pencils		
- Provision of at least 4 wireless microphones		
- Use of conference room electrical outlets with no additional charges		
5. Food Services Requirement		
- Free flowing coffee and tea, with provision for water station, throughout the function		
- Provision of mints/candies during the function		

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	Remarks
- AM Snacks, Buffet Lunch (inclusions as specified above), PM Snacks for guaranteed number of 100 pax.		
- Drinks: One round of iced tea or lemonade during lunch and snacks		
6. Room Accommodation Requirements		
- Availability of room requirement as specified above		
- Room size: at least 25 square meters		
- Free unlimited and reliable high-speed Wi-Fi internet connection		
- Free use of towel, soap, shampoo, and other bath toiletries/amenities		
- Free use of swimming pool and/or other recreational facilities		
- With free bottled drinking water every day		
- Complimentary breakfast for all registered occupants		
- Complimentary airport transfers from/to airport and hotel and vice versa		
7. Other requirements		
- Security: With CCTV facilities and visible security personnel		
- PWD-Friendly		
8. Client's satisfactory rating. With satisfactory rating from previous clientele.		
9. 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. Billing statement must be provided by the Service Provider within 7 days upon conclusion of event.		
FINANCIAL PROPOSAL The ABC is computed at Two Hundred Seventy-Two Thousand Pesos (PhP 272,000.00) for the number of participants guaranteed in this TOR inclusive of all applicable government taxes and service charges.		

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date