

TERMS OF REFERENCE

PROVISION OF VENUE AND ACCOMMODATION FOR CAPACITY BUILDING WORKSHOP ON ADVANCED METHODS IN DATA COLLECTION AND ECONOMIC ANALYSIS

I. Background

Advancements in methodologies for data collection and data analysis require the Economics Office (EO) to continually upgrade its processes to ensure that inputs provided for the investigation of mergers and enforcement cases are at par with global standards. EO also produces research outputs, including market studies, that requires the Office to update its research methods.

In this regard, EO will conduct a series of technical workshops on economic analysis from 20 to 22 July 2022 in La Union. The estimated total expense for this activity is Two Hundred Eighty-Eight Thousand Pesos (PhP 288,000.00) chargeable against the 2022 GAA budget of EO to cover the venue, accommodation, meals, supplies, travel cost, and other related expenses, subject to the usual government accounting, budgeting, and auditing rules and regulations.

II. Participants

There will be a total of thirty-six (36) participants: thirty-two (32) from PCC and four (4) Invited External Resource Speakers are expected to join this Workshop.

III. Specifications

The selection of venue shall be evaluated based on the following technical specifications vis-à-vis rating factors under Annex “H” of Revised Implementing Rules and Regulations (IRR) of the Republic Act No. (RA) 9184 for Lease of Real Property and Venue:

A. Availability. Food, Venue, and Accommodation must be available on 20-22 July 2022 (detailed requirements per day specified below)

B. Location and Site Condition

- **Accessibility.** Located in La Union.
- **Parking Space.** Free Spacious/ Convenient parking for at least 5 cars.
- **Structural condition.** Must be in a good and well-maintained building facilities.

C. Neighborhood Data

- Must have a **sanitation and health condition license/permit and the facilities are properly maintained.**

- Accessible to **Police and Fire Stations, Restaurants, Banking and Postal.**

D. Venue

- **Functionality**

- **Conference/Function Room**

One (1) Air-conditioned conference/function room that can accommodate enough space for the group of thirty -six (36) people with the following specification and/or requirements:

- 1. Availability:**

July 20-22, 2022 (Check in time 2:00 PM on July 20, 2022 / Check out time 12:00 PM on July 22, 2022)

- 2. Provision of the following:**

- ◆ Function Room can be used whole day on July 20,21 and 22, 2022
 - ◆ Widescreen and LCD projector
 - ◆ Sound/audio system with at least two (2) wireless microphones
 - ◆ Unlimited Wi-Fi internet connection
 - ◆ Whiteboard with markers and erasers/flip chart paper, pads, and pencils
 - ◆ Mints/candies; and
 - ◆ Free-flowing brewed coffee and/or tea during the activities.
- **Light, ventilation, and air-conditioning.** With good lighting and well-ventilated function or conference room.

E. Facilities. Well-maintained building/resort facilities such as: water supply and toilet; lighting system; fire escapes; firefighting equipment; internet and telecommunications; and audio and visual equipment.

- **Other requirements**

- **Maintenance.** As stated above
- **Attractiveness.** With pleasing building facilities.
- **Security.** With CCTV facilities and visible security personnel
- Not designated as a Quarantine Facility by the Department of Health or Bureau of Quarantine

- **Food Services Requirements**

The Venue must be able to provide food and drinks for a guaranteed of thirty - six (36) participants on 20-22 July 2022

July 20, 2022

- ◆ Plated **PM Snacks** with one round of iced tea or lemonade
- ◆ Managed **Buffet Dinner** with one round iced tea or lemonade

July 21, 2022

- ◆ Plated **Breakfast** with free-flowing coffee and/or tea
- ◆ Plated **AM Snacks** with one round of iced-tea or lemonade
- ◆ Managed **Buffet Lunch** with one round iced tea or lemonade
- ◆ Plated **PM Snacks** with one round of iced tea or lemonade
- ◆ Managed **Buffet Dinner** with one round iced tea or lemonade

July 22, 2022

- ◆ Plated **Breakfast** with free-flowing coffee and/or tea
 - ◆ Plated **AM Snacks** with one round of iced-tea or lemonade
 - ◆ Managed **Buffet Lunch** with one round iced tea or lemonade
- **Free-flowing coffee and/or tea and drinking water station** during the activity
- Provision of mints/candies during the function

F. Room and Accommodation Requirements

Availability of Rooms with the following details.

Check in: July 20, 2022 – 2:00 PM

Check out: July 22, 2022 – 12:00 PM

Room Type	Number of Rooms	Number of Occupant
Single Room	1	1 pax per room
Twin Sharing	7	2 pax per room
Triple Sharing	7	3 pax per room

Specifications:

- ◆ Free unlimited and reliable Hi-speed Wi Fi internet connection
- ◆ Free use of towel, soap, shampoo and other toiletries/amenities
- ◆ Free use of Beach, Swimming pool and/or other recreational facilities

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for the procurement is **Two Hundred Eighty-Eight Thousand Pesos (PhP288,000.00)**, inclusive of all applicable government taxes and service charge.

V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed in Annex “H” of the revised IRR of RA 9184. The bid is determined to be responsive if it is equal or higher than the hurdle rate of eighty-five percent (85%) In addition, the service provider should attach to its bid proposal a filled-out form in **Annex B** of this document.

VI. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Lease of Venue which covers the provision of food, venue, and other facilities, provided under 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:

- Billing Statement by the Service Provider; and
- Certificate of Satisfactory Service issued by PCC

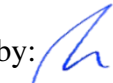
Billing statement must be provided by the Service Provider within seven (7) days upon conclusion of the event.

VIII. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) 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: 
BENJAMIN E. RADO, JR.
Director IV, Economics Office

Conforme:
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Name and Signature of Authorized Representative
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Designation
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Company
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Date

ANNEX A

LIST OF DOCUMENTS FOR SUBMISSION

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Lease of Venue for the Capacity Building Workshop on Digital Markets
Project Details	As indicated in the Terms of Reference
Whom to Address the Proposal	KENNETH V. TANATE, PhD Executive Director Philippine Competition Commission Thru: DIR. JOSEPH MELVIN B. BASAS Chairperson, PCC Bids and Awards Committee
Documents to be Submitted	Eligibility Documents (to be submitted with the proposals) <ul style="list-style-type: none">- Valid PhilGEPS Registration Number- Valid Mayor's/ Business Permit in case of firm- Conformed Terms of Reference (including filled-in Annex B)- Latest Income / Business Tax Return

ANNEX B

Particulars	NAME OF VENUE	
	(Mark with “√” or “X”)	Remarks
	20-22 July 2022	
I. Availability		
➤ Food, Venue, and Accommodation must be available on 20-22 July 2022 (detailed requirements per day specified below)		
II. Location and Site Condition		
➤ Located within La Union		
➤ Free Spacious/ Convenient parking for at least 5 cars		
➤ Must be in a good and well-maintained building facilities		
III. Neighborhood Data		
➤ Must have Sanitation and Health condition license/permit		
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal		
IV. Venue		
Conference/ Function Room:		
➤ One (1) Air-conditioned conference/function room that can accommodate enough space for the group of thirty - six (36) people with the following specification and/or requirements:		
➤ Function Room can be use whole day on July 20, 21, & 22, 2022		
➤ Widescreen and LCD projector.		
➤ Sound/audio system with at least two (2) Wireless microphones;		
➤ Unlimited Wi-Fi internet connection.		
➤ Whiteboard with markers and erasers/flip chart paper, pads, and pencils.		
➤ Mints/candies; and		
➤ Free-Flowing brewed-coffee and/or tea during the activities.		
➤ With good lighting and well-ventilated function/conference room		

<p>V. Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment</p>		
<ul style="list-style-type: none"> ➤ Other Requirements: ➤ With pleasing building facilities. ➤ With CCTV facilities and visible security personnel ➤ Not designated as a Quarantine Facility by the Department of Health or Bureau of Quarantine 		
<ul style="list-style-type: none"> ➤ Food Services Requirements: <p>The Venue must be able to provide food and drinks for a guaranteed of thirty - six (36) participants on 20-22 July 2022</p> <p>July 20, 2022</p> <ul style="list-style-type: none"> ➤ Plated PM Snacks with one round of iced tea or lemonade ➤ Managed Buffet Dinner with one round iced tea or lemonade <p>July 21, 2022</p> <ul style="list-style-type: none"> ➤ Plated Breakfast with free-flowing coffee and/or tea ➤ Plated AM Snacks with one round of iced-tea or lemonade ➤ Managed Buffet Lunch with one round iced tea or lemonade ➤ Plated PM Snacks with one round of iced tea or lemonade ➤ Managed Buffet Dinner with one round iced tea or lemonade <p>July 22, 2022</p> <ul style="list-style-type: none"> ➤ Plated Breakfast with free-flowing coffee and/or tea ➤ Plated AM Snacks with one round of iced-tea or lemonade ➤ Managed Buffet Lunch with one round iced tea or lemonade <ul style="list-style-type: none"> ➤ Free-flowing coffee and/or tea and drinking water station during the activity ➤ Provision of mints/candies during the function 		
<p>VI. Room Accommodation Requirements</p> <ul style="list-style-type: none"> ➤ Availability of room requirement as specified above ➤ Free unlimited and reliable high-speed Wi – Fi internet connection 		

<ul style="list-style-type: none"> ➤ Free use of Towel, soap, shampoo, and other toiletries/amenities ➤ Free use of Beach, swimming pool and/or other recreational facilities ➤ Free use of Activity Camp 		
<p>Payment Schemes:</p> <ul style="list-style-type: none"> ➤ <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"> a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC 		
<p>FINANCIAL PROPOSAL</p> <ul style="list-style-type: none"> ➤ The ABC is Two Hundred Eighty-Eight Thousand Pesos (PhP288,000.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly. 	<p style="text-align: center;">Estimated Amount per paxper day</p> <p style="text-align: center;"><u>PhP</u></p>	