

REQUEST FOR PROPOSAL

Provision of Venue Including Food for the Conduct CEO Operational Planning for FYs 2023-2024

P.R. No./Date Received: 2022-11-0205 / 10 November 2022

RFQ/P No. / Date: 2022-11-0210 / 17 November 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
- Latest Income / Business Tax Return
- Signed Terms of Reference

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 procurementunit@phcc.gov.ph or amfrancisco@phcc.gov.ph on or before **21 November 2022, 11:00 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**.

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	₱ 186,000.00	Provision of Venue Including Food for the Conduct CEO Operational Planning for FYs 2023-2024	
			<i>(Please see attached Terms of Reference)</i>	
Total Lot ABC		₱ 186,000.00	TOTAL Amount:	
Delivery Instructions:			<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 CEO Operational Planning for FYs 2023-2024

I. Rationale/Objective

Office Circular No. 2022-008 dated 19 October 2022 prescribed the guidelines for the conduct of abovementioned CEO Operational Planning. Through this activity, the CEO is expected to cascade the Commission directives and PCC targets under the Provisional Governance Scorecard for FY 2023-2024 and prepare the necessary deliverables. Further, the CEO will also set its office priorities and prepare its calendar of activities for FY 2023 – 2024.

Relative thereto, the CEO will conduct its Operational Planning for FYs 2023-2024 on 24-25 November in Pampanga.

II. Participants

Thirty-one (31) CEO personnel are the participants in 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 Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184 for Lease of Real Property and Venue:

A. Availability. The venue must be available on 24-25 November 2022.

B. Location and Site Condition

- 1. Accessibility.** Located within Pampanga.
- 2. Rating.** At least a 3-star hotel or equivalent.
- 3. Parking Space.** Provision of parking space for at least 3 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 Stations, 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) Conference/function room that can accommodate enough space for thirty-one (31) participants (meeting set-up) with social distancing.

Availability:

- 24 November 2022 from 9:00 AM to 8:00 PM
- 25 November 2022 from 8:00 AM to 1:00 PM

Provision of the following:

- Sound/audio system with at least three (3) microphones;
- Widescreen and LCD projector;
- Unlimited strong 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.

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

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

- 24 November 2022 (31 pax)
10:00AM – AM Snacks
12:00NN – Buffet Lunch
3:00PM – PM Snacks
7:00PM – Buffet Dinner
- 25 November 2022 (31 pax)
7:00AM – Complimentary Breakfast of Hotel/Resort
10:00AM – AM Snacks
12:00NN – Buffet Lunch

Note: 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 Room	Number of Pax
24-25 November 2022	Single Occupancy	1	1
24-25 November 2022	Twin Bed Occupancy	12	24
24-25 November 2022	Triple Occupancy	2	6
Total			31

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)

The total estimated ABC for this procurement is **One Hundred Eighty-Six Thousand Pesos (Php 186,000.00)**, 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 RA 9184. 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 Real Property and Venue which covers provision of venue including food and accommodation, and other facilities, provided under the revised IRR of RA 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 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 (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.

Prepared by:


PHILLINE KATE M. DUGAYO
Legal Assistant II, CEO

Noted by:


ATTY. CHRISTIAN B. DE LOS SANTOS
Acting Director IV, CEO

ANNEX A

LIST OF DOCUMENTS FOR SUBMISSION

Procuring Entity	<i>Philippine Competition Commission</i>
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Lease of Venue for the CEO Operational Planning for FYs 2023-2024
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 a firm - Conformed Terms of Reference - Latest Income / Business Tax Return

