

**REQUEST FOR PROPOSAL**

**Provision of Venue Including Food and Accommodation for the Conduct of the Administrative Office Operational Planning for FYs 2023-2024 (23-25 November 2022)**

P.R. No./Date Received: 2022-11-0211 / 14 November 2022

RFQ/P No. / Date: 2022-11-0206 / 16 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](mailto:procurementunit@phcc.gov.ph) or (assigned PBAC Sec email [amfrancisco@phcc.gov.ph](mailto:amfrancisco@phcc.gov.ph)) on or before **18 November 2022, 3:00 PM** 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,

**JESON Q. DELA TORRE**  
PBAC Vice Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	P 234,000.00	Provision of Venue Including Food and Accommodation for the Conduct of the Administrative Office Operational Planning for FYs 2023-2024 (23-25 November 2022)	
			<i>(Please see attached Terms of Reference)</i>	
<b>Total Lot ABC</b>		<b>P 234,000.00</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 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 the abovementioned mid-year assessment workshop. The workshop aims to recalibrate the PCC Governance Score Card Targets and Strategic Initiatives for FY 2023-2024, including their respective Office or Division Performance Scorecard 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 Office Operational Planning for FYs 2023-2024 on 23-25 November 2022 in Baguio or within its nearby areas.

#### II. Participants

Thirty-Seven (37) PCC Officials and staff from AO are the 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 for Lease of Venue:

**A. Availability.** Venue must be available on 23-25 November 2022.

**B. Location and Site Condition**

- 1. Accessibility.** Located within Baguio.
- 2. Parking Space.** Provision of parking space for at least 2-3 vehicles.

**C. Neighborhood Data**

- Must have **Sanitation and health condition license/permit and the facilities are properly maintained.**
- 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 thirty-seven (37) participants (banquet set up)

Room Availability:

- 23 November 2022 12:00 NN – 6:00 PM
- 24 November 2022 8:00 AM – 6:00 PM
- 25 November 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 37 participants (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**

- **23 November 2022 (37 pax)**
  - 12:00 NN – Buffet Lunch
  - 3:00 PM – PM Snacks
  - 6:30 PM – Buffet Dinner
- **24 November 2022 (37 pax)**
  - 7:00 AM – Breakfast
  - 10:00 AM – AM Snacks
  - 12:00 NN – Buffet Lunch
  - 3:00 PM – PM Snacks
  - 6:30 PM - Buffet Dinner
- **25 November 2022 (37 pax)**
  - 7:00 AM – Breakfast
  - 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
23-25 November 2022	Single Occupancy Room	1
	Double Occupancy	8
	Triple/Quadruple Sharing Occupancy	28
<b>Total</b>		<b>37 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)

The total estimated ABC for this procurement is **Two Hundred Thirty-Four Thousand Pesos (PhP234,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, the 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. The bid is determined to be responsive if it is equal or higher than the hurdle rate of **80**. 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 IRR of RA 9184.

## VII. Payment Scheme

Full payment of the contract shall be paid within fifteen (15) calendar 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 to be issued by PCC.

### VIII. Liquidated Damages

If the Service Provider fails to perform the services within the period specified in this contract, the PCC shall, without prejudice to its other remedies available to it under this contract and applicable laws, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of for every day of delay; provided, that the maximum deduction shall be ten percent (10%) of the total amount of the contract. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, 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:



**MARK JAYSON R. FAJUTNAO**  
Supply Officer III, GSD

Reviewed by:



**ROMMEL R. OIRA**  
Chief Administrative Officer, GSD

Approved by:



**JESON Q. DE LA TORRE**  
Director IV  
Administrative Office

Conforme:

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date



Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “✓” or “X”) 23-25 November 2022	Remarks
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		
➤ With good lighting and well-ventilated function/ conference room		
➤ Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment		
➤ <b>Catering Services</b> <ul style="list-style-type: none"> <li>• <b>23 November 2022 (37 pax)</b> <ul style="list-style-type: none"> <li>○ 12:00 NN – Buffet Lunch</li> <li>○ 3:00 PM – PM Snacks</li> <li>○ 6:30 PM – Buffet Dinner</li> </ul> </li> <li>• <b>24 November 2022 (37 pax)</b> <ul style="list-style-type: none"> <li>○ 7:00 AM – Breakfast</li> <li>○ 10:00 AM – AM Snacks</li> <li>○ 12:00 NN – Buffet Lunch</li> <li>○ 3:00 PM – PM Snacks</li> <li>○ 6:30 PM - Buffet Dinner</li> </ul> </li> <li>• <b>25 November 2022 (37 pax)</b> <ul style="list-style-type: none"> <li>○ 7:00 AM – Breakfast</li> <li>○ 12:00 NN – Buffet Lunch</li> </ul> </li> </ul> <p>Drinks - One round of iced tea or lemonade during snacks; Bottomless iced tea or lemonade during</p>		



Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “✓” or “X”) 23-25 November 2022	Remarks
lunch; Free-flowing coffee and/or tea and drinking water during the activity.		
<ul style="list-style-type: none"> <li>➤ <b>Room Accommodation</b></li> <li>➤ <b>(23-25 November 2022)</b> <ul style="list-style-type: none"> <li>1 pax – Single Occupancy</li> <li>8 pax – Double Occupancy</li> <li>28 pax – Triple / Quadruple Occupancy</li> </ul> </li> <li>Inclusions:           <ul style="list-style-type: none"> <li>- Complimentary bottled drinking water, to be replenished daily</li> <li>- Free Wi-Fi Internet Connections</li> <li>- Complimentary Breakfast</li> <li>- With complete toiletries (Shampoo, bath soap, tissues, towels, toothbrush &amp; toothpaste, etc.)</li> <li>- Free access to all hotel recreational facilities</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>- With CCTV facilities and visible security personnel</li> </ul> </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>		
<p><b>FINANCIAL PROPOSAL</b></p> <p>The ABC is <b>Two Hundred Thirty-Four Thousand Pesos (PhP234,000.00)</b> inclusive of all applicable government taxes and service charges. In case of</p>		





Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “✓” or “X”)	Remarks
additional participants, cost per participant will be charged accordingly.	23-25 November 2022	
	Estimated Amount per pax per day	
	PhP	
	<b>Total amount:</b>	
	PhP _____	

Conforme:

\_\_\_\_\_

Name and Signature of Authorized Representative

\_\_\_\_\_

Designation

\_\_\_\_\_

Company

