

REQUEST FOR QUOTATION / PROPOSAL

Provision of Catering Services for the conduct of Seminar and Consultations on the Interface between Intellectual Property and Competition Law in UP BGC on 16 August 2019

 P.R. No./Date Received: 201907-0175 / 01 August 2019

 RFQ/P No. / Date: 201908-0150 / 01 August 2019

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 / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

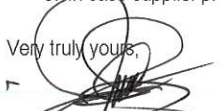
Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Notarized Omnibus Sworn Statement - Annex "A" *(to be submitted prior to Notice of Award issuance)*

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 procurement@phcc.gov.ph or ivabano@phcc.gov.ph on or before **07 August 2019 / 05:00 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 / Technical Specifications Sheet**.

Very truly yours,


JESON Q. DE LA TORRE
 Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 60,000.00	Provision of Catering Services for the conduct of Seminar and Consultations on the Interface between Intellectual Property and Competition Law in UP BGC on 16 August 2019 (Please see Terms of Reference)			
Total Lot ABC		₱ 60,000.00		TOTAL Amount		
Delivery Instructions:						

(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 Catering Services for the Conduct of an Internal Capacity Building seminar on the Interface between Intellectual Property and Competition Law on August 16, 2019 in Bonifacio Global City

I. Rationale/Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body with the original and primary jurisdiction in the enforcement of the Philippine Competition Act, towards ensuring economic efficiency and promoting free and fair competition in trade, industry and all commercial and economic activities.

As a newly instituted competition agency, the PCC is focused on building institutional capacities and capabilities of its officials and staff.

In view of this, the **CKMO-Training and Advocacy Division** will conduct its fourth Internal Capacity Building Program for the year 2019 focused on intellectual property and competition law and policy to be conducted on August 15 to 16, 2019. An external services provider shall be contracted to provide catering services.

II. Participants

The event will gather 60 participants which includes resource speakers and official staff from UP Law-BGC, IPOPHL, IPAP, and PCC's Mergers and Acquisitions Office (MAO), Competition Enforcement Office (CEO), Economics Office (EO), Adjudication Division (ADJ) and other relevant units.

III. Scope of Work and Specifications

Provision of catering services with the following technical specifications taking into consideration the rating factors under Annex "H" of Revised IRR of RA 9184 for Small Value Procurement:

A. Availability

- Must be able to provide Catering Services on August 16, 2019
- The winning bidder shall:
 - o Provide catering services for sixty (60) persons;
 - o Serve AM snacks, lunch, and PM snacks in setup specified below



B. Food Services Requirement

- AM Snacks, Buffet Lunch, PM Snacks for 60 persons

MEAL	SETUP
AM Snacks	Plated to be served at the function room
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits) to be served at a venue within the hotel other than the function room, e.g., hotel's restaurant
PM Snacks	Plated to be served at the function room

- Drinks: One round of iced tea or lemonade during lunch, snacks, and dinner
- Free-flowing coffee and tea, with provision for water station, throughout the function
- Provision of mints/candies during the function
- Proposed menu must be submitted to PCC for approval;
- Provide plates, glasses, spoons, forks, and other cutleries to be used during meals;
- Provide adequate staff to set up food, utensils, set up banquet table and uniformed waiter
- Ensure the quality of the food to be served

C. Client's satisfactory rating. With satisfactory rating from previous clientele.

IV. Approved Budget for the Contract (ABC)

The ABC is **Sixty thousand pesos only (Php 60,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. Mode of Procurement

The mode of procurement shall be under Negotiated Procurement which covers provision of Catering Services provided under the Revised IRR of RA 9184.

VI. 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

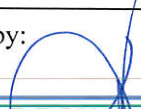
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 10 percent of the contract price by the winning service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

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 SERVICE PROVIDER									
	Availability (Mark with "X")	Remarks								
A. Availability										
- Able to provide catering services on August 16, 2019										
- Provide catering services to 60 persons										
B. Food Services requirement										
- Provision of AM snacks, lunch, and PM snacks:										
<table border="1"> <thead> <tr> <th>MEAL</th> <th>SETUP</th> </tr> </thead> <tbody> <tr> <td>AM Snacks</td> <td>Plated to be served at the function room</td> </tr> <tr> <td>Lunch</td> <td>Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits) to be served at a venue within the hotel other than the function room, e.g., hotel's restaurant</td> </tr> <tr> <td>PM Snacks</td> <td>Plated to be served at the function room</td> </tr> </tbody> </table>	MEAL	SETUP	AM Snacks	Plated to be served at the function room	Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits) to be served at a venue within the hotel other than the function room, e.g., hotel's restaurant	PM Snacks	Plated to be served at the function room		
MEAL	SETUP									
AM Snacks	Plated to be served at the function room									
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits) to be served at a venue within the hotel other than the function room, e.g., hotel's restaurant									
PM Snacks	Plated to be served at the function room									
- One round of iced tea or lemonade during lunch, snacks, and dinner										
- Free-flowing coffee and tea, with provision for water station, throughout the function										
- Provision of mints/candies during the function										
- Proposed menu must be submitted to PCC for approval;										
- Provide plates, glasses, spoons, forks, and other cutlery to be used during meals;										
- Provide adequate staff to set up food, utensils, set up banquet table and adequate uniformed waiter										
- Ensure the quality of the food to be served										
C. Client's satisfactory rating. With satisfactory rating from previous clientele.										
D. Payment Scheme Full payment of the contract shall be paid within 15 days after the issuance of the following: <ol style="list-style-type: none"> Billing statement by the Service Provider; and 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 **Sixty thousand pesos only (Php 60,000.00)** inclusive of all applicable government taxes and service charges.

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date