

REQUEST FOR QUOTATION / PROPOSAL

Provision of Catering Services for the Work Sessions Relative to the PCC Operational Planning Workshop for 2020 to 2021

P.R. No./Date Received: 201907-0160 / 24 July 2019

RFQ/P No. / Date: 201907-0143 / 26 July 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 maybe 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 **31 July 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 of 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	₱ 68,250.00	Provision of Catering Services for the Work Sessions Relative to the PCC Operational Planning Workshop for 2020 to 2021 (Please see Terms of Reference)			
Total Lot ABC		₱ 68,250.00	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

Catering Services for the Work Sessions Relative to the PCC Operational Planning Workshop for 2020-2021

I. Rationale/Objective

In line with the implementation of the PCC Organizational Planning System (POPS), the Philippine Competition Commission (PCC) shall conduct the Operational Planning Workshop for 2020-2021. The workshop aims to identify gaps, relevant opportunities, challenges, and risks within its planning horizon, develop appropriate action plans and corresponding operational plans towards more effective and efficient delivery of its mandate.

Part of the major activities is the conduct of work sessions on **August 8, 13 and 15, 2019** which will be held at the PCC Office.

II. Participants

Thirty-five (35) PCC personnel are expected to participate in the three-day activity.

III. Requirements

A. Menu (*minimum requirement*)

- **AM/PM Snacks (Heavy):**
 - combination of pasta and pastries / Filipino merienda
 - 1 round iced tea/lemonade/juice
- **Buffet Lunch:**
 - at least with 3 viands (fish, pork/chicken, beef, vegetables)
 - steamed rice
 - at least 2 desserts (salad / fresh fruits / pastries)
 - soup
 - bottomless iced tea/lemonade/juice
- **Other:**
 - Free-flowing coffee and/or tea and drinking water during activity

B. Serving Schedule (August 8, 13 & 15 2019)

- Mid-Morning Snack – 10:00AM
- Buffet Lunch – 12:00NN
- Mid-afternoon Snack – 3:00PM



C. Scope of Work

- Ingress at least 1-2 hours before the program (8:00 – 9:00 AM);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least one (1) managed buffet station, well-arranged and covered by navy blue linen;
- Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- Egress immediately after the activity (5:00PM).

IV. Approved Budget for the Contract (ABC)

The approved budget for this procurement is **Sixty-Eight Thousand Two Hundred Fifty Pesos (PhP68,250.00)**, inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Small Value Procurement which covers provision of food/catering services under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VI. Payment Scheme

Full payment of the contract shall be paid within fifteen days (15) days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC

VII. 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 (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.

VIII. 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.

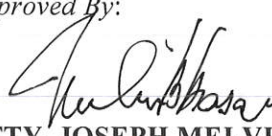
B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

C. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared By:

Approved By:


JOSEPH D. BERNAT
Planning Officer V
FPMO-Corporate Planning and Management Division


ATTY. JOSEPH MELVIN B. BASAS
Director IV
Finance, Planning and Management Office

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date