

REQUEST FOR PROPOSAL

Provision of Venue, including Food, Accommodation, and Function Room for the Conduct of the FY 2022 Mid-Year Performance Assessment and Catch-up Planning in La Union on 27-28 June 2022

P.R. No./Date Received: **2022-06-0099 / 2 June 2022**

RFQ/P No. / Date: **2022-06-0100/15 June 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 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 amfrancisco@phcc.gov.ph on or before **20 June 2022, 12:00 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,


ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	P 217,000.00	Provision of Venue, including Food, Accommodation, and Function Room for the Conduct of the FY 2022 Mid-Year Performance Assessment and Catch-up Planning in La Union on 27-28 June 2022	
			(Please see attached Terms of Reference)	
Total Lot ABC		P 217,000.00	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, Accommodation, and Function Room for the Conduct of the FY 2022 Mid-Year Performance Assessment and Catch-up Planning in La Union on 27-28 June 2022

I. Rationale and Objectives

The Finance, Planning and Management Office (FPMO) will be conducting its Mid-Year Performance Assessment and Catch-up Planning Activity on 27-28 June 2022.

The activity aims to evaluate the status and progress of the Commission Directives, PCC Governance Scorecard (GSC) Targets and Strategic Initiatives (SIs) for FY 2022; review office performance for the 1st Semester of FY 2022 relative to its approved Office Performance Scorecard (OPS) and propose recalibration, as necessary; finalize its inputs to the Quarterly Physical Report of Operations for the 2nd Quarter of FY 2022; and prepare catch-up plans to address the areas for continual improvement, among others.

An external service provider shall be contracted to provide a venue, including food, function room, and accommodation arrangements for the said activity.

II. Specifications

A venue with the following technical specifications taking into consideration the rating factors under Annex “H” of the revised IRR of RA 9184 for Lease of Venue:

1. Availability. The function room and all room accommodations must be available on **27-28 June 2022 (detailed requirements per day specified below)**

2. Location and Site Condition

- a) **Site Condition.** At least a 3-star hotel or equivalent
- b) **Location.** Located within La Union Province
- c) **Parking Space.** Provision of parking space for at least 3 class 1 vehicles (i.e., 1 sedan and 2 vans)
- d) **Structural condition.** Must be in a good and well-maintained building facility
- e) **Permits.** Must have sanitation and health condition license/permit.
- f) **Accessibility.** Accessible to police and fire station, restaurant, banking, and postal institutions.

3. Venue

a) Functionality

- i. **Function Room.** One (1) Air-conditioned function room with the following specifications and/or requirements:
 - Function room availability:
 - **27 June 2022 (1:00 – 6:00 PM) and 28 June 2022 (8:00 AM – 12:00 NN)** (Exclusive of 1-2 hours each of Ingress and Egress)
 - Conference/Board Room setup for a guaranteed number of **thirty-one (31) participants**
 - The function room should contain no pillars that would obstruct the view of the participants
 - Provision of the following:
 - Sound/audio system
 - At least 1 widescreen and LCD projector
 - Free unlimited Wi-Fi Internet connection
 - At least four (4) wireless microphones
 - Free-flowing brewed coffee and/or tea and mints/candies during the function
- i. **Light, ventilation, and air conditioning.** With good lighting and well-ventilated function/conference room.

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

c) Other Requirements

- i. **Maintenance.** As stated above.
- ii. **Attractiveness.** With pleasing/appealing view and resort/building facilities.
- iii. **Security.** With CCTV facilities and visible security personnel.
- iv. **PWD-friendly**

4. Food Service Requirements

- **Free-flowing coffee and/or tea and drinking water station and provision of mints/candies, throughout the function:** 27 June 2022 (10:00 AM – 6:00 PM) and 28 June 2022 (08:00 – 11:30 AM)
- **AM Snacks, Buffet Lunch, PM Snacks, and Dinner** for a guaranteed number of thirty-one (31) pax on **27 June 2022:**

MEAL	SETUP
AM Snacks	Plated snacks with one round of iced tea or lemonade
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits), and one-round of iced tea or lemonade

PM Snacks	Plated snacks with one round of iced tea or lemonade
Dinner	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits), and one-round of iced tea or lemonade

- **Breakfast, AM Snacks, and Lunch** for a guaranteed number of thirty-one (31) pax on **28 June 2022**:

MEAL	SETUP
AM Snacks	Plated snacks with one round of iced tea or lemonade
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits), and one round of iced tea or lemonade

5. Room Accommodation Requirements

- **Availability of rooms with the following details:**

Check-in Date	Check-out Date	Room Type	Number of Rooms	Number of Occupants
27 June 2022	28 June 2022	Single Occupancy	1	1 pax per room
27 June 2022	28 June 2022	Double Occupancy (2 separate beds)	9	2 pax per room
27 June 2022	28 June 2022	Triple Occupancy (3 separate beds)	4	3 pax per room

- **Specifications:**
 - With private toilet and bath for each room
 - Free unlimited and reliable Wi-Fi internet connection
 - Free use of towel, soap, shampoo and other bath toiletries/amenities
 - With free bottled drinking water every day
 - Free use of swimming pool and/or other recreational facilities
 - Complimentary Buffet Breakfast for a guaranteed number of 31 pax

6. **Client's satisfactory rating.** With at least one (1) satisfactory rating from previous clientele.

III. Approved Budget for the Contract (ABC)

The ABC is computed at **Two Hundred Seventeen Thousand Pesos (PhP 217,000.00)** for the number of participants guaranteed in this TOR, inclusive of all applicable government taxes and service charges. In case of additional participants and other incidental charges, cost per participant will be charged accordingly.

IV. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the revised IRR of R.A. No. 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 A of this document.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Lease of Real Property or Venue (Section 53.10 of the RIRR of R.A. No. 9184) which covers provision of venue including food, accommodation, and other facilities.

VI. Payment Scheme

An advance payment not exceeding fifty (50%) of the contract amount shall be made on the check-in date and the 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

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 (.001) of the contract price by the winning Service Provider for every day of delay, in addition to other damages the PCC may be entitled to. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. Dispute Agreement/Resolution

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.

Prepared by:


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

Approved by:


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

CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation

Date: _____

Particulars	NAME OF VENUE	
	Availability (Mark with "X")	Remarks
	27-28 June 2022	
I. Availability		
➤ Venue must be available on 27-28 June 2022		
II. Location and Site Condition		
➤ Site Condition. At least a 3-star hotel or equivalent		
➤ Accessibility. Located within La Union Province		
➤ Parking Space. Provision of parking space for at least 3 class 1 vehicles (i.e., 1 sedan and 2 vans)		
➤ Structural condition. Must be in a good and well-maintained building facility		
➤ Must have sanitation and health condition license/permit.		
➤ Accessible to police and fire station, restaurant, banking, and postal institutions.		
III. Venue		
a) Functionality		
➤ Function Room. One (1) Air-conditioned function room with the following specifications and/or requirements:		
➤ Function room availability: 27 June 2022 (1:00 – 6:00 PM) and 28 June 2022 (8:00 AM – 12: 00 NN) (Exclusive of 1-2 hours each of Ingress and Egress)		
➤ Conference/Board Room setup for a guaranteed number of thirty-one (31) participants		
➤ The function room should contain no pillars that would obstruct the view of the participants		
➤ Sound/audio system		
➤ At least 1 widescreen and LCD projector		
➤ Free unlimited Wi-Fi Internet connection		
➤ At least four (4) wireless microphones		
➤ Free-flowing brewed-coffee and/or tea during and provision of mints/candies during the function		

ii. Light, ventilation, and air conditioning. With good lighting and well-ventilated function/conference room.		
b) Facilities. Well-maintained building/resort facilities such as:		
➤ water supply and toilet facilities		
➤ lighting system		
➤ fire exits and firefighting equipment		
➤ internet and telecommunications		
➤ Audio-visual equipment		
c) Other Requirements		
➤ Maintenance. As stated above.		
➤ Attractiveness. With pleasing/appealing view and resort/building facilities.		
➤ Security. With CCTV facilities and visible security personnel.		
➤ PWD-friendly		
IV. Food Service Requirements		
➤ Food and drinks for a guaranteed number of thirty-one (31) participants on 27-28 June 2022		
➤ Free-flowing coffee and/or tea and drinking water station and provision of mints/candies , throughout the function (as specified above)		
➤ Plated AM Snacks, Plated PM Snacks, and Buffet Lunch and Buffet Dinner (with inclusions as specified above) for 31 pax on 27 June 2022		
➤ Plated AM Snacks and Buffet Breakfast and Buffet Lunch (with inclusions as specified above) for 31 pax on 28 June 2022		
➤ One-round of iced tea or lemonade for all meals		
V. Room and Accommodation Requirements		
➤ Availability of room requirements as specified above		
➤ Free unlimited and reliable Wi-Fi internet connection		
➤ Free use of towel, soap, shampoo and other bath toiletries/amenities		
➤ With free bottled drinking water every day		
➤ Free use of swimming pool and/or other recreational facilities		
➤ Complimentary Buffet Breakfast for a guaranteed number of 31 pax		
VI. Client's satisfactory rating. With at least one (1) satisfactory rating from previous clientele.		

<p>Payment Schemes:</p> <ul style="list-style-type: none"> • Advance payment not to exceed fifty percent (50%) of the contract amount shall be made on the check-in date • Full payment of the contract shall be paid within 15 days after the issuance of the following: <ul 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> <p>The ABC is <u>Two Hundred Seventeen Thousand Pesos (PhP 217,000.00)</u>, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.</p>	<p>Estimated Amount per pax per day PhP _____</p>	
	<p>Total amount: PhP _____</p>	

CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation
Date: _____