

REQUEST FOR PROPOSAL

Procurement of Learning Service Provider and Facilitator for the 2022 Teambuilding Activity of the Philippine Competition Commission

P.R. No./Date Received: **2022-06-0114 / 14 June 2022**

RFQ/P No. / Date: **2022-06-0101 / 15 June 2022**

The Philippine Competition Commission invites all eligible 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 (ABC)**.

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

- **Mayor's/Business Permit**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement (may be submitted prior to issuance of NOA)**
- **Signed Terms of Reference (TOR)**
- **Documentary requirements stated under Annex A of the TOR**

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 **npitallano@phcc.gov.ph** or **procurement@phcc.gov.ph** on or before **20 June 2022, 12:00 NN** 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.
5. PCC BAC 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**.

Very truly yours,



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 250,000.00	Procurement of Learning Service Provider and Facilitator for the 2022 Teambuilding Activity of the Philippine Competition Commission		
			<i>Requirements indicated in the attached Terms of Reference</i>		
Total ABC		₱ 250,000.00	TOTAL Amount		
Instructions:			See attached Terms of Reference		

(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

Procurement of Learning Service Provider and Facilitator for the 2022 Teambuilding Activity of the Philippine Competition Commission

I. Background

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

Pursuant to Administrative Order No. 402, s. 1998 directing government agencies to establish a health program, various Civil Service Commission (CSC) issuances encouraging the promotion of health and wellness within an organization, and PCC Commission Resolution No. 004-2020 dated 11 February 2020, Office Circular No. 2020-001 dated 12 February 2020 was issued to establish the PCC Health and Wellness Program which serves as the main basis for implementing the agency's health and wellness initiatives and activities.

To adhere the former requirement, the Human Capital Management Division recommends the conduct of a Teambuilding Activity (TBA) in 2022 for the PCC officials and employees. The conduct of TBA is one of the staff development activities that helps build a professional culture that will not only enhance competence and efficiency, but also cooperation, interaction, and socialization among officials and employees. The theme of the TBA is "Building for Success" a form of recreation and relaxation for the employees. Further, this is also one of the strategies in promoting employee engagement that impact motivation, retention, and inspired performance from the employees.

II. Objective

The primary objective of the activity is to facilitate a 1-day learning session for the 2022 PCC Teambuilding Activity at a nearby venue on 23-24 of June 2022 that shall be attended by at most One Hundred Ninety-Five (195) officials and employees of the PCC.

III. Scope of Works

The Learning Service Provider (LSP) shall be engaged to facilitate TBA to be participated by One Hundred Ninety-Five (195) officials and employees with the following requirements:

1. Submit a proposal which covers the facilitation of the TBA with appropriate number of assistants to implement the intended activities with an activity design setting out the learning outcomes, delivery strategy and schedule.

2. Facilitate the teambuilding activities of the day including the closing/awarding activity;
3. The proposal shall contain a learning session theme, gamified activities, desired outcome of the activities, and description of the type of activities;
4. Ensure that the gamified activities cover physical, social and mental exercises which are appropriate to the general age profile of PCC;
5. Provide the required materials, props, tokens, game prizes, etc. required for the teambuilding. Game prizes and awards in the form of Gift Checks/Vouchers should amount to at least **Eighty-Eight Thousand Pesos (P88,000.00)** and will be subject for review and approval of the PCC end-user.

IV. Deliverables and Timelines

The signed program design with contract price should be submitted to PCC before the activity.

The Service Provider shall facilitate the following activities:

1. AM – Teambuilding Part I (structured and unstructured learning activities)
2. PM – Teambuilding Part II and Closing program

V. Minimum Qualifications and Requirements

1. Duly licensed Filipino citizens/sole proprietorships;
2. Partnerships duly organized under the laws of the Philippines of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
3. Corporations duly organized under laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines;
4. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines;
5. Must have been engaged in other team building activities at least five (5) institution years using process learning method involving lectures and group activities;
6. Has relevant previous or on-going engagement/s with at least five (5) institutions in a similar or related program, at least two (2) of which were engagements with public/government sector; and
7. Designated lecturer and facilitator should be a graduate of a four-year degree course, with at least 16 hours of relevant training hours, and with at least three (3) years of work experience as a lead consultant / lecturer / facilitator.

Qualifications of the bidder will be evaluated based on the signed extensive curriculum vitae submitted by the bidder. Also, for partnerships and corporations, bids will be evaluated based on the submitted: (a) list of completed and on-going contracts; (b) copies of Certificates of Satisfactory Service Rendered / Certificates of Completion; and (c) signed extensive curriculum vitae of the lead lecturer / facilitator / learning service provider to conduct the training program.

VI. Selection Criteria

The PCC shall select the most qualified service provider using the quality-cost based evaluation pursuant to the pertinent provisions of R.A. No. 9184 or the Government Procurement Reform Act. The 75%-25% quality to cost ratio shall be used for this purpose allocated as follows:

Evaluation Criteria	Weight
Technical Proposal <ul style="list-style-type: none"> ▪ Applicable Experience (30%) ▪ Quality of project personnel, i.e., suitability of key staff to perform the project's scope of work, general qualifications and competence including education and training background of key staff (30%) ▪ Plan of approach and methodology, i.e., clarity, feasibility, innovativeness, and comprehensiveness of the proposal (40%) 	75%
Financial Proposal	25%
Total	100%

The hurdle score for this project to pass in the evaluation is **70 percent**.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **Two Hundred Fifty Thousand Pesos (PhP250,000.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to Republic Act No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. Mode of Payment

Payment shall be endorsed to the Director of Administrative Office; and the payment shall be released within Fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered (CSSR), and the PCC's acceptance of the deliverables listed above.

IX. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data, and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

X. Liquidated Damages

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of everyday of delay. Pursuant to Section 68 of Republic Act No. 914, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum deduction is reached, the procuring entity 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:


ANTONIA LYNNELY L. BAUTISTA
PCC CAO, AO-HCMD

Approved by:


JESON O. DE LA TORRE
Director IV Administrative Office (AO)

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

Bidders are requested to submit the following documents:

For individual

- a. Cover Letter
- b. Curriculum Vitae
- c. Certificate of Trainings/Seminar Programs Attended within the last 3 years
- d. List of client references with contact details
- e. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- f. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- g. Description of the methodology and work plan for performing the project

For firm

- a. Cover Letter
- b. Company Profile
- c. List of client references with contact details
- d. List of all on-going and completed government and private contracts, including contract/s awarded but not yet started, if any, which is/are similar to the project to be bid
- e. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- f. Description of the methodology and work plan for performing the project
- g. Project Team composition and taskings
- h. Curriculum Vitae of Project Team members
- i. Certificate of Trainings/Seminar Programs Attended by the Lead Facilitator within the last 3 years

Financial Proposal

Financial Proposal with cost breakdown

Signature: 

Email: msdizon@phcc.gov.ph