

25/F Vertis North Corporate Center 1
North Avenue, Quezon City 1105
ptocurement@phcc.gov.ph

(+632) 771-9722

REQUEST FOR QUOTATION

P.R. No/Da	ale							
Sir / Mad	dam:				2 * * 17 *			
company's above add	s autho dress o	orized s or e-mai	est price/s for the item/s listed below including the total amount in leg ignatory/ies in a signed and sealed envelope to the PCC Bids and Aw I to procurement@phcc.gov.ph on or before October 29, 2018, 10:0 bidding shall be subject to the requirements as identified below:	ards Committee c/c	y typewritten) and re Atty. Joseph Melvin	turn this duly signed by th B. Basas, 25/F Floor of th		
_			egistration Number.					
	Mayor's/Business Permit / BIR Cetificate of Registration in case of individual or equivalent. Latest Income/Business Tax Return or equivalent.							
			d Certificate of Exclusivity.					
			orn Statement.					
			of Reference.	OF COMMON PARTY OF THE PARTY OF				
✓ V	Propos Bids m	sal mus nust be	t be inclusive of all applicable government taxes and subject to 5% R-\ submitted using this form. Supplemental information using your compa	/AT and 1% (PO) or any stationery may b	2% (JO) deductions be attached to reflect t	he complete specification		
√ E	Bids sl	hould n	and name, model, pictures/brochures/literature, menu, etc. of exceed the Approved Budget for the Contract (ABC) in the total amo e made by lot (please bid for all items to avoid disqualification of bid) or	unt of	₱104,000.00			
A	Award	shall be	e made by line item.	W				
			e valid for a minimum of one (1) month from deadline of submission of	f bids as indicated a	above			
-			s shall be delivered to PCC Office	ella es es es	America comme			
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E-mail Address:

TIN:



25/F Vertis North Corporate Center 1
North Avenue, Quezon City 1105
queries@phcc.gov.ph
(+632) 771 9700

TERMS OF REFERENCE

Provision of Catering Services for the PCC's 3rd General Assembly on 30 October 2018

I. Rationale/Objective

The PCC considers human resource as an important element/asset of an organization and it shall ensure to promote growth and welfare of employees to retain a committed, well-motivated and skilled team. Cognizant of the needs of the employees, a Staff Assembly has been scheduled on 30 October 2018. This will serve as avenue to foster and enhance communications and partnership between the employees and management.

II. Participants

The event shall be participated in by 160 officials and stuff of the Philippine Competition Commission.

III. Requirements

A. 30 October 2018: 3rd General Assembly

- 1. Menu
 - AM Snacks
 - combination of pasta and pastries
 - 1 round iced tea/ lemonade/ juice
 - AM/PM Snacks
 - combination of burger sandwich and chips
 - 1 round iced tea/ lemonade/ juice
 - Buffet Lunch
 - at least with 3 viands (fish, chicken, and beef)
 - vegetables
 - steamed rice
 - at least 2 desserts (salad/ fresh fruits and pastries)
 - soup
 - bottomless iced tea/ lemonade/ juice
 - Others
 - free-flowing coffee, tea and drinking water
 - mixed nuts
 - halloween-designed rectangular cake (12x12)
 - provision of complimentary additional 10% serving of food and drinks as buffer

B. Serving Schedule

B. Serving Schedule

- Mid-Morning Snack 10AM
- Buffet Lunch 12NN
- Mid-Afternoon Snack 3PM

C. Scope of Work

- 1. Ingress at least 2 hours before the program;
- 2. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- 3. Set up at least two (2) managed buffet station, well-arranged and covered by white and black combination of linens, and a well-decorated centerpiece;
- 4. Provide appropriate number of tables and chairs and 6 cocktail tables with mini centerpiece;
- 5. Basic decoration black and white balloons;
- 6. Must have at least two (3) staff/ servers for the assistance in the distribution of food and drinks, and one (1) coordinator;
- 7. Egress immediately after the program; and
- 8. Coordinate closely with PCC in securing delivery and work permit from Ayala.

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is **One Hundred Four Thousand Pesos** (**P 104,000.00**), inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement which covers provision of food and catering services, provided 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

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KENNETH V. TANATE, PhD

Executive Director and

Concurrent Director IV, Administrative Office Director IV, Administrative Office

Conforme:
Name and Signature of Authorized Representative
Designation
Company
 Date