

REQUEST FOR QUOTATION

Provision of Food and Catering Services

P.R. No./Date Received: 201908-0199/ 28 August 2019

RFQ/P No. / Date: 201909-0180 / 04 September 2019

The Philippine Competition Commission invites all eligible suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** 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**
- **Latest Income/Business Tax Return**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement**
- **Signed Terms of Reference or Technical Specifications, if applicable**

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 **nppitalano@phcc.gov.ph** on or before **10 September 2019, 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 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**.
10. Items will be awarded per item.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
(To be filled-up by the supplier)						
			Provision of Food and Catering Services for the conduct of the following:			
1	1	₱ 240,500.00	Four (4) In-House Capacity Building Programs			
			1. Technical Writing; 7-8 October 2019; 37 pax			
			2. Supervisory Development Course; 9-11 October 2019; 37 pax			
			3. Presentation/Public Speaking; 17-18 October 2019; 37 pax			
			4. Coaching and Mentoring; 13-15 November 2019; 37 pax			
2	1	₱ 41,600.00	New Employee Orientation (Batch 6)			
			Date: 22 and 24 October 2019			
			No. of participants: 40			
			Instructions: Please see attached Terms of Reference for details			
Total ABC		₱ 282,100.00		TOTAL Amount		
Delivery 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 : _____



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www.tuv.com
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TERMS OF REFERENCE

Provision of Catering Services for the Conduct of In-house Capacity Building Programs

I. Rationale/Objective

In line with the strategic objective to strengthen individual and institutional values and capacity of the Philippine Competition Commission (PCC), the Administrative Office – Human Resource Development will conduct the following capacity-building programs:

Program	Schedule	Venue
Technical Writing	7 to 8 October 2019 (2 days)	25/F Vertis North Corporate Center 1, North Avenue, Quezon City
Supervisory Development Course	9 to 11 October 2019 (3 days)	
Presentation/Public Speaking	17 to 18 October 2019 (2 days)	
Coaching and Mentoring	13 to 15 November 2019 (3 days)	

II. Participants

The Program shall be participated in by PCC officials and employees, as follows:

Program	Number of Participants
Technical Writing	30 participants
	7 Resource persons/facilitators
Supervisory Development Course	30 participants
	7 Resource persons/facilitators
Presentation/Public Speaking	30 participants
	7 Resource persons/facilitators
Coaching and Mentoring	30 participants
	7 Resource persons/facilitators

III. Requirements

A. 7 to 8 October 2019 (2 days)

1. Menu (subject to final approval of menu) - for 37 participants and resource persons/facilitators
 - AM/PM Snacks
 - Combination of pasta and pastries
 - 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
 - Others
 - Free-flowing coffee, tea and drinking water
 - Provision of complimentary additional 5-8 pax buffer serving of food and drinks

B. 9-11 October 2019 (3 days)

1. Menu (subject to final approval of menu) - 37 participants and resource persons/facilitators
 - AM/PM Snacks
 - Combination of pasta and pastries
 - 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
 - Others
 - Free-flowing coffee, tea and drinking water
 - Provision of complimentary additional 5-8 pax buffer serving of food and drinks

C. 17 to 18 October 2019 (2 days)

1. Menu (subject to final approval of menu) - 37 participants and resource persons/facilitators
 - AM/PM Snacks
 - Combination of pasta and pastries
 - 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
 - Others
 - Free-flowing coffee, tea and drinking water
 - Provision of complimentary additional 5-8 pax buffer serving of food and drinks

D. 13 to 15 November 2019 (3 days)

1. Menu (subject to final approval of menu) - 37 participants and resource persons/facilitators
 - AM/PM Snacks
 - Combination of pasta and pastries
 - 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
 - Others
 - Free-flowing coffee, tea and drinking water
 - Provision of complimentary additional 5-8 pax buffer serving of food and drinks

E. Serving Schedule

1. Mid-morning snack – 10:00 AM
2. Buffet Lunch – 12:00 PM
3. Mid-afternoon snack – 3:00 PM

F. 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 one (1) managed buffet station, well-arranged and covered by navy blue linen;
4. Must have at least two (2) staff/ servers for the assistance in the distribution of food and drinks, and one (1) coordinator;
5. Egress immediately after the program; and
6. Coordinate closely with PCC in securing delivery and work permit from Ayala.

G. Client's satisfactory rating

With satisfactory rating from previous clientele

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is **Two Hundred Forty Thousand Five Hundred Pesos (PhP240,500.00)**, 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

Approved by:


JESON Q. DE LA TORRE
Officer-in-Charge
Administrative Office

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Company
_____ Date

TERMS OF REFERENCE

Provision of Catering Services for New Employee Orientation (Batch 6) on 22 and 24 October 2019

I. Rationale/Objective

The program aims to broaden employees' understanding of the PCC's programs, thrusts and operations, as well as to clarify their duties and responsibilities, and benefits as government employees. Resource persons for this activity include representatives from different PCC Offices. Cognizant of the needs of the employees, the New Employee Orientation (NEO) has been scheduled on 22 and 24 October 2019 from 8:30 am to 4:00 pm. This will serve as a venue to foster and enhance communications and partnership between the employees and the management.

II. Participants

The event series shall be participated in by **40** employees on 22 October 2019 and **40** employees on 24 October 2019.

III. Requirements

A. Menu (2 days)

- AM Snacks
 - combination of pasta and pastries
 - 1 round iced tea/ lemonade/ juice
- PM Snacks
 - combination of burger sandwich and fries
 - 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
 - provision of complimentary additional 10% serving of food and drinks as buffer

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 one (1) managed buffet station, well-arranged and covered by white and blue combination of linens, and a well-decorated centerpiece;
4. Must have at least three (3) staff/ servers to assist in the distribution of food and drinks, and one (1) coordinator;
5. Egress immediately after the program; and
6. Coordinate closely with PCC in securing delivery and work permit from Ayala.

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for this procurement is **Forty-One Thousand Six Hundred Pesos (₱ 41,600.00)**, inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be Small Value 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.

Approved by:



JESON Q. DE LA TORRE

Officer-in-Charge

Administrative Office

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Company
_____ Date