

## REQUEST FOR QUOTATION

P.R. No./Date - 201808-00254 / September 13, 2018

RFQ No./Date: 201809-0166 / September 13, 2018

**Sir / Madam:**

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies in a *signed and sealed envelope* to the PCC Bids and Awards Committee c/o Atty. Joseph Melvin B. Basas, 25/F Floor of the above address or e-mail to [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) on or before **September 17, 2018, 12:00NN**.

Your participation to this bidding shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual or equivalent.
- Latest Income/Business Tax Return or equivalent.
- Consularized Certificate of Exclusivity.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of P146,900.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 2 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC Bids and Awards Committee in the above address/telephone numbers.

Very truly yours,  
(original signed)

**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	<b>Provision of Catering Services for the conduct of Public Service Values Programs and Coaching and Mentoring for Leaders</b>			
			<i>Date Inclusive:</i>			
			September 19, 2018 - 38 pax			
			October 22, 2018 - 47 pax			
			October 23, 2018 - 47 pax			
			October 26, 2018 - 47 pax			
			October 29, 2018 - 47 pax			
			<i>*Please see attached Terms of Reference for detailed requirements.</i>			
			xxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68.						
				<b>TOTAL:</b>		

(Bidders, please provide complete information below)

Signature : \_\_\_\_\_  
Name/Designation : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone/Fax : \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## TERMS OF REFERENCE

### Provision of Catering Services for the Conduct of Public Service Values Programs and Coaching and Mentoring for Leaders

#### 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, in coordination with the Civil Service Commission – Civil Service Institute, will conduct the following capacity-building programs:

Program	Schedule	Venue
Public Service Values Program (PSVP): Pamunuan ng Lingkod Bayani	September 19, 2018	25/F Vertis North Corporate Center 1, North Avenue, Quezon City
PSVP: Bawat Kawani Lingkod Bayani	October 26 & 29, 2018	
Mentoring and Coaching for Leaders (CML)	October 22 to 23, 2018	

The PSVPs aim to promote officials and employees' appreciation of shared personal and organizational values in achieving PCC's goals and objectives, while the CML aims to equip the supervisors/managers with the principles, processes and practices of effective coaching and mentoring, and other strategies and actions that will help improve employee performance.

#### II. Participants

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

Program	Number of Participants
PSVP: Pamunuan ng Lingkod Bayani	31 Division Chiefs (and equivalent positions), Directors III and IV, and Executive Director, and 7 Resource Persons/Facilitators
PSVP: Bawat Kawani Lingkod Bayani	40 to 45 Rank and File Employees per run, and 7 Resource Persons/Facilitators
CML	40 to 45 Supervisors (Supervising Administrative Officers to Executive Directors), and 7 Resource Persons/Facilitators

### III. Requirements

#### A. September 19, 2018 PSVP: Pamunuan ng Lingkod Bayani

##### 1. Menu (for 38 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. October 26 and 29, 2018 PSVP: Bawat Kawani Lingkod Bayani

##### 1. Menu (47 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. October 22 to 23, 2018 CML

##### 1. Menu (47 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. Serving Schedule**

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

**E. 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; and
5. Egress immediately after the program.
6. Coordinate closely with PCC in securing delivery and work permit from Ayala.

**F. 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 **One Hundred Forty Six Thousand Nine Hundred Pesos (PhP146,900.00)**, 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:

  
**KENNETH V. TANATE, PhD**  
Executive Director and

Concurrent Director IV, Administrative Office Director IV, Administrative Office

*TS*

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