

REQUEST FOR QUOTATION

PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF FAMILIARIZATION TRAINING ON R.A 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ON 10-11 JUNE 2019

P.R. No./Date Received: **201905-0141 / 29 May 2019**

RFQ/P No. / Date: **201905-0118 / 29 May 2019**

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 / Technical Specifications Sheet** 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.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Professional License/Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - Annex "A" (**to be submitted prior to Notice of Award/JO/PO issuance**)

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 mrfajutnao@phcc.gov.ph on or before **3 June 2019, 12:00NN** 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 Sheet**.

Very truly yours,

JESON Q. DE LA TORRE
PBAC Head Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
(To be filled-up by the supplier)						
1	1	₱ 65,000.00	PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF FAMILIARIZATION TRAINING ON R.A 9184 AND ITS REVISED IMPLEMENTING RULES AND REGULATIONS ON 10-11 JUNE 2019 (Please see attached Terms of Reference)			
Total Lot ABC		₱ 65,000.00	TOTAL Amount			
Delivery Instructions:			<i>To be delivered/performed within Thirty (30) Business Days upon receipt of Job Order / Contract.</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

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

Provision of Catering Services for the Familiarization Training on RA 9184 and its Revised Implementing Rules and Regulations on 10-11 June 2019

I. Rationale/Objective

Section 16 of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, and its 2016 Revised Implementing Rules and Regulations (RIRR), provides that the Government Procurement Policy Board (GPPB) shall establish a sustained training program for developing the capacity of the Bids and Awards Committee (BAC), BAC Secretariats and Technical Working Groups of Procuring Entities, and professionalize the same.

With the end in view to orient the new BAC members, BAC Secretariat, Technical Working Group, and PCC officials and employees as End-users on the implementation of RA 9184 and its RIRR, the General Services Division (GSD) shall spearhead the said training, in coordination with the GPPB – Technical Support Office (GPPB-TSO) on **10-11 June 2019** at PCC Office, 25th Floor Vertis North Corporate Center I, Quezon City.

II. Participants

Fifty (50) PCC personnel and resource speakers are expected participants of the said training-workshop, comprising of designated procurement focal persons of the various offices/units in PCC, PBAC and its Secretariats, Technical Working Groups and Resource Speakers from GPPB-TSO.

III. Requirements

A. Menu (*minimum requirement*)

- **AM/PM Snacks (Heavy):**
 - combination of pasta and pastries / Filipino Merienda
 - 1 round Iced Tea/Lemonade/Juice
- **Buffet Lunch:**
 - at least with 3 viands (Fish, Pork/Chicken, Beef, Vegetables)
 - steamed rice
 - at least 2 deserts (salad / fresh fruits / pastries)
 - Soup
 - Bottomless Iced Tea/Lemonade/Juice
- **Other:**
 - Free-flowing coffee and/or tea and drinking water during activity

B. Serving Schedule (2 days – June 10 – 11, 2019)

- Mid-Morning Snack – 10:00AM
- Buffet Lunch – 12:00NN
- Mid-afternoon Snack – 3:00PM

C. Scope of Work

- Ingress at least 1-2 hours before the program (8:00AM);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least one (1) managed Buffet station, well-arranged and covered by navy blue linen;
- Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages.
- Ensure cleanliness of buffet area all the time.
- Egress immediately after the program (5:00PM).

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is **Sixty-Five Thousand Pesos (PhP65,000.00)**, inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Small Value Procurement which covers provision of food/catering services 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

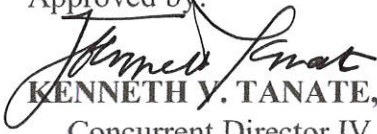
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches 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 Pasig City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig 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 Y. TANATE, PhD
Concurrent Director IV
Administrative Office

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



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