

REQUEST FOR QUOTATION

P.R. No./Date - 201811-0357 / November 5, 2018 RFQ No./Date: 201811-0230 / November 8, 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 on or before **November 14, 2018, 12:00NN**.

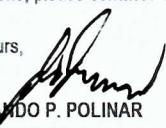
Your participation to this bidding shall be subject to the requirements as identified below:

- 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 ₱140,000.00
- 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,



ATTY. ORLANDO P. POLINAR
Vice Chairman, PCC Bids and Awards Committee

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Provision of Food for the Competition Law and Policy Seminar			
			Series: Competition Economics on the Digital Economy			
			Date Inclusive: November 22-23, 2018 (09:00AM - 4:00PM)			
			Meal Inclusive: AM Snacks, Buffet Lunch, PM Snacks (50-60 pax)			
			Venue: UP School of Economics Diliman, Quezon City			
			*Please see attached Terms of Reference for detailed requirements.			
			xxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxxxxxxxxxx			
<small>This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.</small>						
					TOTAL:	

(Bidders, please provide complete information below)

Signature : _____
 Name/Designation : _____
 Name of Company : _____
 Address : _____
 Telephone/Fax : _____
 E-mail Address : _____
 TIN : _____

Posted on _____
 Farmed-out _____
 Retrieved on _____

TERMS OF REFERENCE

Provision of Food for the Competition Law and Policy Seminar Series *Competition Economics on the Digital Economy*

I. Rationale/Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body with the original and primary jurisdiction in the enforcement and regulation of all competition-related issues. It is mandated to implement the Philippine Competition Act, ensure economic efficiency and promote free and fair competition in trade, industry and all commercial and economic activities.

As a newly-instituted competition agency, the PCC will have to intensify its efforts to capacitate its staff to ensure that they efficiently and effectively carry out PCC's mandate and to establish a system of continued skills upgrading of PCC organic staff.

In view of this, the PCC will conduct the **Competition Law and Policy Seminar Series: *Competition Economics on the Digital Economy*** on 22-23 November 2018 at the UP School of Economics, Quezon City. An external service provider shall be contracted to provide catering services.

II. Participants

The event will gather 50-60 persons including resource speakers, PCC officials and staff, and PCC partners.

III. Scope of Work and Job Specifications

A. Conference/Function Rooms and Food Requirements

- The following meal requirements will be provided:
For 22 and 23 November 2018
 - Free flowing coffee, tea, and water
 - AM Snack, Buffet Lunch, PM Snacks for 50-60 pax
 - AM Snack will be served at 10:00am, Lunch at 12:00pm and PM Snacks at 3:00pm
 - Drinks: One round of iced tea or lemonade during lunch and snacks
 - Provision of mints/candies
 - Provision of Tables and Chairs
- Caterer is also required to bring tables and chairs for the buffet set-up at the venue.

IV. Approved Budget for the Contract (ABC)

The ABC is One Hundred Forty Thousand Pesos (Php 140,000) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Appendix 7 of the revised IRR of RA9184. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

VI. Mode of Procurement

The mode of procurement shall be under Negotiated Procurement pursuant to the revised IRR of RA 9184 which covers provision of food, venue, and other facilities.

VII. Payment Scheme

Full payment of the contract shall be made after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC.

VIII. 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 10 percent of the contract price by the winning service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. Dispute Agreement/Resolution:

In the matter of dispute, 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.

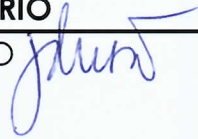
Approved by:



ARNOLD ROY TENORIO

Director III, CKMO

Date:



Conforme:

Name and Signature

Date:

ANNEX A

Particulars	NAME OF HOTEL		
	Availability (Mark with "X")	Availability (Mark with "X")	Remarks
	22 November 2018	23 November 2018	
1. Food Requirements			
- Free flowing coffee and tea, with provision for water station, throughout the function			
- AM Snack, Buffet Lunch, PM Snack			
- Drinks: One round of iced tea or lemonade during lunch and snacks			
- Provision of mints/candies			
2. Payment Scheme Full payment shall be made after receipt of the official billing statement and issuance of Certificate of Satisfactory Service by PCC.			
A. FINANCIAL PROPOSAL The ABC is One Hundred Forty Thousand Pesos (Php140,000.00) inclusive of all applicable government taxes and service charges	Amount per pax		
		Total amount	