

REQUEST FOR QUOTATION

Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy with University of San Carlos-School of Law and Governance on October 12, 2022

P.R. No./Date Received: 2022-09-0174 / 28 September 2022

RFQ/P No. / Date: 2022-10-0174 / 03 October 2022

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 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.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (*to be submitted prior to the issuance of JO/PO*)
- Conformed Terms of Reference

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 **procurement@phcc.gov.ph** or **mrfajutnao@phcc.gov.ph** on or before **10 October 2022, 10:00AM** 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. Salient provisions of the RIRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. 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 RIRR.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 150,000.00	Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy with University of San Carlos-School of Law and Governance on October 12, 2022		
Total ABC			Note: Please see attached Terms of Reference		
			Total Amount of Item/s quoted		
Delivery Instructions:			<i>Please see attached Terms of Reference</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 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 : _____



TERMS OF REFERENCE

Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy with University of San Carlos-School of Law and Governance on October 12, 2022

I. Rationale/Objective

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the National Competition Policy and enforce Republic Act No. 10667 or the Philippine Competition Act. In its efforts to enforce the law, the PCC conducts advocacy activities to raise awareness about the PCA. One such activity is the Campus Tour, which the PCC began conducting in 2017.

The Campus Tours represent an investment in the future of competition law and policy (CLP) in this country, and PCC's role in that future. Creating a culture of competition requires that we invest in the youth. By arming them with information on the benefits of fair and effective markets, and of the role of competition policy in this, we not only spread awareness about the relevance of competition policy to their lives, but also generate enough interest that in the future, some of them will take up the cudgels of promoting fair and effective markets. To these ends, we create a cadre of competition advocates now and potential PCC recruits in the future.

In view of this, the PCC, through its Communications and Knowledge Management Office-**Capacity Building and Advocacy Division (CKMO-CBAD)**, will conduct the Campus Tour on Competition Law and Policy on October 12, 2022 at the University of San Carlos-School of Law and Governance (USC-SOLG) in Cebu. An external services provider shall be contracted to provide catering services.

II. Participants

The event will gather 150 participants which includes PCC resource speakers, secretariat and USC-SOLG officials, professors, and students.

III. Scope of Work and Specifications

Provision of catering services with the following technical specifications taking into consideration the rating factors under Annex "H" of Revised IRR of RA 9184 for Negotiated Procurement:

A. Availability

- Must be able to provide Catering Services on October 12, 2022
 - The winning bidder shall provide catering services for 150 pax; and
 - Serve lunch and snacks in setup specified on the Service Requirements below



B. Service Requirement

- Packed Lunch for 130 pax, Family Serving of Lunch for 20 pax, and Packed Snacks for 150 persons

MEAL	SETUP
Lunch	Meals to include one (1) soup, one (1) vegetable dish, two (2) meat dishes (chicken/pork, and beef), rice, and dessert to be distributed at a venue outside the school auditorium -Family serving of meals for 20 pax -Packed meals for 130 pax -Canned/Bottled chilled juice drink (<i>soda not included</i>) of at least 240 ml for 150 pax -Set-up of banquet tables and chairs for 150 pax
AM & PM Snacks	Packed servings of one (1) pasta and one (1) type of finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) , at least 240 ml chilled canned/bottled juice drink (<i>soda not included</i>), and at least 240 ml of chilled bottled water for 150 pax, to be distributed at a venue outside the school auditorium

- Setup of free-flowing coffee and tea outside the school auditorium, with provision for water station, throughout the function, including appropriate and sufficient glasses and cups;
- Proposed menu must be submitted to PCC for selection and approval;
- Provide appropriate food containers and utensils during meals both for the family set-up and the packed-meal set-up;
- Provide adequate staff to set up food, utensils, set up banquet table and at least three (3) uniformed waiters to assist in the distribution of food during the activity;
- Secure entrance permit/s from the university, if necessary;
- Ensure food safety and the quality of the food to be served; and
- Ensure proper cleanup of garbage after the activity.

IV. Approved Budget for the Contract (ABC)

The ABC is **One Hundred Fifty Thousand Pesos only (Php 150,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. Mode of Procurement

The mode of procurement shall be under Negotiated Procurement which covers provision of Catering Services provided under the Revised IRR of R.A. No. 9184.

VI. Payment Scheme

The PCC shall advance a deposit of fifty percent (50%) of the guaranteed minimum amount and the balance thereof shall be paid on send bill arrangement seven (7) days upon receipt

of the statement of account (SOA) from the Service Provider and issuance of the Certificate of Satisfactory Service Rendered (CSSR) by the PCC.

Billing statement must be provided by the Service Provider within fifteen (15) days upon conclusion of event.

VII. Liquidated Damages



If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages in the amount equal to one-tenth of one percent (0.001) of the cost of unperformed portion for every day of delay. Pursuant to Section 68 of the aforementioned act. In case the sum of total liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. 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: 	
	IGTM
ARNOLD ROY D. TENORIO	
Director III, PCC-CKMO	
Date:	_____

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
A. Availability		
- Able to provide catering services on October 12, 2022		
- Provide catering services for 150 persons		
B. Food Services requirement		
- Provision of lunch, snacks, and drinks as specified on the TOR		
- Setup of free-flowing coffee and tea outside the school auditorium, with provision for water station, throughout the function, including appropriate and sufficient glasses and cups;		
- Proposed menu must be submitted to PCC for selection and approval;		
- Provide appropriate food containers and utensils during meals both for the family set-up and the packed-meal set-up;		
- Provide adequate staff to set up food, utensils, set up banquet table and at least three (3) uniformed waiters to assist in the distribution of food during the activity		
- Secure entrance permit/s from the university, if necessary		
- Ensure food safety and the quality of the food to be served		
- Ensure proper cleanup of garbage after the activity		
C. Payment Scheme		
<p>The PCC shall advance a deposit of fifty percent (50%) of the guaranteed minimum amount and the balance thereof shall be paid on send bill arrangement fifteen (15) days upon receipt of the statement of account (SOA) from the Service Provider and issuance of the Certificate of Satisfactory Service Rendered (CSSR) by the PCC.</p> <p>Billing statement must be provided by the Service Provider within fifteen (15) days upon conclusion of event.</p>		

FINANCIAL PROPOSAL The ABC is One Hundred Fifty Thousand Pesos only (Php 150,000.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.		
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Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX B

List of Documents for Submission

Procuring Entity	Philippine Competition Commission	
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City	
Project Name	Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy with the University of San Carlos- School of Law and Governance on October 12, 2022	
Project Details	As indicated on the Terms of Reference	
Approved Budget for the Contract	PhP 150,000.00 (inclusive of all applicable government taxes)	
	Prospective bidders are requested to specify proposed rates for the requirements under this TOR:	
	PARTICULARS	SETUP
	Lunch	Meals to include one (1) soup, one (1) vegetable dish, two (2) meat dishes (chicken/pork, and beef), rice, and dessert to be distributed at a venue outside the school auditorium -Family serving of meals for 20 pax -Packed meals for 130 pax -Canned/Bottled chilled juice drink (<i>soda not included</i>) of at least 240 ml for 150 pax -Set-up of banquet tables and chairs for 150 pax
	AM & PM Snacks	Packed servings of one (1) pasta and one (1) type of finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) , at least 240 ml chilled canned/bottled juice drink (<i>soda not included</i>), and at least 240 ml of chilled bottled water for 150 pax, to be distributed at a venue outside the school auditorium
Other Requirements	<ul style="list-style-type: none"> •Setup of free-flowing coffee and tea outside the school auditorium, with provision for water station, throughout the function, including appropriate and sufficient glasses and cups; •Proposed menu must be submitted to PCC for selection and approval; •Provide appropriate food containers and utensils during meals both for the family set-up and the packed-meal set-up; 	

		<ul style="list-style-type: none"> •Provide adequate staff to set up food, utensils, set up banquet table and at least three (3) uniformed waiters to assist in the distribution of food during the activity •Secure entrance permit/s from the university, if necessary •Ensure food safety and the quality of the food to be served
Whom to Address the Proposal	<p>EXECUTIVE DIRECTOR KENNETH V. TANATE, PhD Philippine Competition Commission</p> <p>Thru: DIR. JOSEPH MELVIN B. BASAS Chairperson, PCC Bids and Awards Committee Director IV, Finance, Planning, and Management Office</p>	
Documents to be Submitted	<p>Eligibility Documents (to be submitted with the proposals)</p> <ul style="list-style-type: none"> - PhilGEPS Registration Number - Mayor's/Business Permit - Accomplished Omnibus Sworn Statement - Conformed Terms of Reference 	

Signature: 
Inah Geneve Mangilin (Sep 27, 2022 10:38 GMT+8)

Email: irtolentino@phcc.gov.ph