

REQUEST FOR QUOTATION

Provision of Meals for the Philippine Competition Commission (PCC) New Employee Orientation (NEO)-12th Batch

P.R. No./Date Received: **2022-08-0144 / 05 August 2022**

RFQ/P No. / Date: **2022-09-0155 / 14 September 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
- Conformed Terms of Reference

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 **19 September 2022, 3:00PM** 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	₱ 103,350.00	Provision of the Meals for Philippine Competition Commission (PCC) New Employee Orientation (NEO)-12th Batch		
Total ABC		₱ 103,350.00	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 Meals for Philippine Competition Commission (PCC) New Employee Orientation (NEO) – 12th Batch

I. Rationale/Objective

The NEO is an onboarding activity of the PCC which aims to broaden employees' understanding of the agency's programs, thrusts and operations, as well as clarify their duties and responsibilities, and benefits as government employees. Cognizant of the needs of the new employees, the NEO – 12th Batch has been scheduled on 22-23 September 2022 from 8:00 am to 5:00 pm.

II. Participants

The activity shall be participated in by the following number of participants:

Day 1 – 22 September 2022	82 pax
Day 2 – 23 September 2022	77 pax

III. Food Requirement

A. 22 September 2022 (82 Pax)

- **AM Snacks (10:00 AM) Packed**
 - combination of pancit and pastries
 - 1 round iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **Buffet Lunch (12:00 NN) Packed**
 - at least 2 viands (fish, and beef)
 - vegetables
 - steamed rice
 - at least 2 desserts (salad/ fresh fruits and pastries)
 - soup
 - bottomless iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **PM Snacks (3:00 PM) Packed**
 - combination of burger/sandwich and fries
 - 1 round iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **Others**
 - Complimentary drinking coffee to accommodate all participants during activity, to be replenished daily (1kg ground coffee beans, creamer, sugar, cups and stirrers).
 - provision of complimentary additional 10% serving of food and drinks as buffer

B. 23 September 2022 (77 Pax)

- **AM Snacks (10:00 AM) Packed**
 - combination of pasta (Carbonara) and pastries
 - 1 round iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **Buffet Lunch (12:00 NN) Packed**
 - at least 2 viands (fish and chicken)
 - vegetables
 - steamed rice
 - at least 2 desserts (salad/ fresh fruits and pastries)
 - soup
 - bottomless iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **PM Snacks (3:00 PM) Packed**
 - combination of burger/sandwich and fries
 - 1 round iced tea/ lemonade/ juice (at least 350ml / 12ft.oz.)
- **Others**
 - Complimentary drinking coffee to accommodate all participants during activity, to be replenished daily (1kg ground coffee beans, creamer, sugar, cups and stirrers).
 - provision of complimentary additional 10% serving of food and drinks as buffer

C. Serving Schedule

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

CI. Scope of Work

1. Must be able to provide packed meals and drinks, from 22-23 September 2022.
2. The Provider must present available menu to cover AM & PM Snacks and Lunch.
3. Packed lunch must be served in a reusable food tub/container with divider per dish and must include disposable cutlery.
4. The selected food service provider shall ensure the quality of food to be served (I.e., temperature of the food, no spillage)
5. Ingress at least 2 hours before the program;
6. Must have at least one (1) staff/ server to assist in the distribution of food and drinks, and one (1) coordinator;
7. Egress immediately after the program; and
8. Coordinate closely with PCC in securing delivery and work permits from Ayala.

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for this procurement is **One Hundred Three Thousand Three Hundred Fifty Pesos (Php103,350.00)**, 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 the 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 the 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, 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.

Prepared by:


Antonia Lynnely L. Bautista
 Chief, AO-HCMD *Mal*

Approved by:


Jeson Q. De La Torre
 Director IV, Administrative Office

Conforme:
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Name and Signature of Authorized Representative
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Designation











RFQ_Meals for NEO 12th batch

Final Audit Report

2022-09-15

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