

REQUEST FOR QUOTATION

Provision of Catering Service for the QMS Surveillance and Scope Extension Audit

P.R. No./Date Received: 2022-09-0171 / 21 September 2022

RFQ/P No. / Date: 2022-09-0165 / 23 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
- 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 **28 September 2022, 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. 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,



ROMMEL R. OIRA
PBAC Head Secretariat

Item	QTY	ABC	Project	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 74,750.00	Provision of Catering Service for the QMS Surveillance and Scope Extension Audit		
Total ABC			₱ 74,750.00	Total Amount of Item/s quoted	
Delivery Instructions:			Please see attached Terms of Reference		

(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 SERVICE FOR THE QMS SURVEILLANCE AND SCOPE EXTENSION AUDIT

I. RATIONALE/OBJECTIVE

In compliance with Republic Act No. 11032¹ and its Implementing Rules and Regulations, and AO 25 Memorandum Circular No. 2022-1², all government agencies are required to achieve substantive improvements in ease of doing business/ease of transaction to effectively streamline and improve government processes. One proof of evidence that agencies may use is the ISO-QMS Certification, covering the selected critical external and internal services.

In line with sustained implementation of the PCC Quality Management System, the 1st Surveillance Audit and Scope Extension Audit shall be conducted by TÜV Rheinland on **03 October 2022**. As such, the engagement of food services provider is necessary to provide packed meals and refreshments.

II. PARTICIPANTS

One hundred fifteen (115) PCC personnel and auditors from the certifying body are expected to participate for the activity.

III. REQUIREMENTS

A. Food Requirement and Serving Schedule

Food	Serving Schedule	Set up
Packed AM Snacks	9:30 AM	Combination of pasta and sandwich/pastries, and one (1) bottled iced tea/lemonade juice.
Packed Lunch	11:30 AM	Combination of at least three (3) viands (fish, pork/chicken, beef, vegetables), steamed rice, at least two (2) desserts (fresh fruits/pastries/custards and puddings/frozen desserts), soup, and one (1) bottled iced tea/lemonade juice.

¹ *Ease of Doing Business and Efficient Government Service Delivery Act of 2018.*

² *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under Executive Order (EO) No. 80, S. 2012 And EO No. 201, S. 2016.*

Packed PM Snacks	3:00 PM	Combination of Filipino merienda (e.g., arroz caldo, goto, or ginataang bilo-bilo) and kakanin (e.g., kutchinta, puto, sapin-sapin, and/or biko), and one (1) bottled iced tea/lemonade juice.
<ul style="list-style-type: none"> • <i>Provision of coffee grounds as well as cream, sugar, stirrers, and disposable cups for the duration of the activity. Percolators and coffee makers to be provided by the End-User.</i> 		

B. Scope of Work

1. Prepare a menu for the end-user's selection of AM/PM snacks and lunch within 5 calendar days before the activity;
2. Ensure quality of food and drinks prior to actual serving (i.e., temperature of the food, no spillage) and cleanliness of dinnerware and utensils to be used;
3. Packed meals must be served in a food tub/container and must include disposable cutlery and serviette;
4. Ingress at **7:30 AM**, 1 hour before serving of packed AM snacks;
5. Set up at least one (1) managed food station, well-arranged and covered by navy-blue linen at the PCC Pantry;
6. Must have at least one (1) staff/server for assistance in the distribution of food and drinks, and one (1) coordinator on **03 October 2022 (Monday, 7:30 AM – 5:00 PM)**;
7. Egress immediately after the activity; and
8. Coordinate closely with PCC in securing delivery and work permit from Ayala.

C. Client's satisfactory rating

With satisfactory rating from the previous clientele.

D. Other Requirements

1. At least three (3) years continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;
2. Possess valid business permits necessary for the operation of a business providing catering services;
3. PhilGEPS registered; and
4. **Rebooking and Refund Policy.** Must have free rebooking and/or refund policies relative to restrictions based on resolutions and pronouncements made by the COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), other relevant national government agencies, or concerned Local Government Units. Dates of activity can also be amended within one (1) year from the original dates in the event of any of the following unavoidable circumstances five (5) days prior to the date of activity:
 - Force majeure (i.e., natural calamity)
 - Sickness and other medical emergencies

- Other important meetings/engagements requiring presence of PCC Officials (e.g., Budget Hearing)

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Seventy-Four Thousand Seven Hundred Fifty Pesos (PhP74,750.00)**, 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 (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 of 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 others 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:



JEFFERSON M. CORLA
Administrative Officer II, FPMO-CPMD

Noted by:



JOSEPH D. BERNAT
Planning Officer V, FPMO-CPMD

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
Director IV

CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation

Date: _____