

REQUEST FOR PROPOSAL

Provision of Food and Catering Services

P.R. No./Date Received: 201903-0096 / 20 March 2019

RFQ/P No. / Date: 201903-0073 / 21 March 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
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**

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 nppitallano@phcc.gov.ph on or before **26 March 2019, 12:00 NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. Bids should not exceed the Approved Budget for the Contract (ABC).
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 5% R-VAT and 1% (PO) or 2% (JO) deductions.
5. PCC-RBAC 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.

Very truly yours,


JESON Q. DE LA TORRE
Head, PBAC Secretariat

Item No.	QTY	ABC	ITEM/DESCRIPTION	BRAND/MODEL	Amount
				(To be filled-up by the supplier)	
1	1	₱ 83,000.00	Provision of Food and Catering Services for the FY 2019 1st General Assembly on 29 March 2019		
			No of Participants: 166 pax		
			<i>Note: Please see attached Terms of Reference</i>		
Total Lot ABC		₱ 83,000.00	TOTAL Amount		

Delivery Period/Instructions:

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

TERMS OF REFERENCE

Provision of Food for the Conduct of Philippine Competition Commission 1st General Assembly on 29 March 2019

I. Rationale/Objective

The Philippine Competition Commission (“PCC”) General Assembly is a venue for the PCC Management and Employees to discuss employee-related issues and concerns which help strengthen working relationships, and a way to foster and enhance communications and partnership between the employees and the management.

II. Participant

One hundred sixty-six (166) participants are expected attendees of the said activity, comprising of PCC officials and staff.

III. Requirements

A. Menu (*minimum requirement*)

- **PM Snacks (*Heavy*)**
 - combination of pasta / Filipino merienda
 - 1 round Iced Tea/Lemonade/Juice
- **Buffet Dinner:**
 - at least with 3 viands (Fish, Chicken, Beef/Pork)
 - 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

- PM Snack – 3:00PM
- Buffet Dinner – 6:00PM

C. Scope of Work

- Ingress at least 2 hours before the program (12:00NN);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least two (2) managed Buffet station, well-arranged and covered by clean and presentable linen;
- Must have at least four (4) 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.

IV. Approved Budget for the Contract (ABC)

A total estimated ABC for this procurement is **Eighty-Three Thousand Pesos (PhP 83,000.00)**, 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

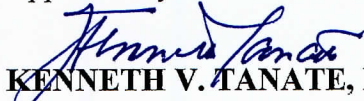
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches 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 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.

Approved by:



KENNETH V. TANATE, PhD
Executive Director &
Concurrent Head, Administrative Office

ML

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date