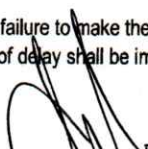




JOB ORDER

1 Supplier/Provider PRIME HOTEL Address #70 Sgt. Esguerra, Diliman, Quezon City Tel./Fax No. 8962-8000 TIN 456-469-603-000-000			2 J. O. Number 2022-12-0238 Date 16 December 2022 P.R. No. 2022-11-0237 Date 25 November 2022 Mode of Procurement NP - Lease of Venue		
3 Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein					
Item No.	Qty	Unit	Item Description	Cost	
				Unit	Total
1	1	lot	Provision of Venue including Food for the Writeshop on the Economics Office's Online Library Date: 20 December 2022 <i>Requirements as stated in the Conformed Terms of Reference</i>	P 66,000.00	P 66,000.00
Amount in Words (Gross): Sixty-Six Thousand Pesos				Total: *** P66,000.00 (**Subject to all applicables taxes)	
4 Place of Delivery: PCC			Delivery Term: <input checked="" type="checkbox"/> Refer to TOR	<input type="checkbox"/> - Deliver w/in 15 calendar days from receipt of JO	
Date of Delivery/Completion:			Payment Term: <input checked="" type="checkbox"/> Refer to TOR	<input type="checkbox"/> - w/in 15 days after delivery	
Note: All materials replaced during the repair job shall be surrendered upon delivery of equipment to facilitate processing of payment. Unless otherwise indicated, the above terms and conditions are deemed accepted and form part thereof.					
5 Penalty Provision: In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Conforms:  DANTE PARAYNO Operations Manager Date: <u>12/19/2022</u>			Very truly yours,  KENNETH V. TANATE, PhD Executive Director and Head of Procuring Entity Date: <u>12/19/2022</u>		
6 Funds Available :  REUBEN JONATHAN P. MONTENEGRO Chief Accountant			7 Amount : _____ ALOBS No.: _____ Date : _____		



NOTICE OF AWARD

16 December 2022

MR. DANTE PARAYNO

Operations Manager

Prime Hotel

#70 Sgt. Esguerra, Diliman

Quezon City

Dear **Mr. Parayno**:

The Philippine Competition Commission (PCC) is hereby awarding the contract for the *Provision of Venue including Food for the Writeshop on the Economics Office's Online Library to Prime Hotel* with the total amount of *Sixty-Six Thousand Pesos (PhP66,000.00)*, inclusive of all applicable taxes.

In this regard, **Prime Hotel** is hereby advised to enter into a contract with PCC immediately from receipt of this notice. Failure to enter into the said contract shall constitute sufficient ground for cancellation of this award.

Thank you.

Very sincerely,



KENNETH V. TANATE, PhD

Executive Director and
Head of the Procuring Entity



Conforme:



DANTE PARAYNO

Date: 12/19/2022

Signature: 

Email: msdizon@phcc.gov.ph






Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
North Avenue, Quezon City 1105

 www.phcc.gov.ph
 queries@phcc.gov.ph
 (+632) 8771 9722
 (+632) 8771 9713

PURCHASE REQUEST

1		Office : <u>ECONOMICS OFFICE</u>	PR No. : 2022-11-0237	Date. : <u>25/11/2022</u>		
		Division: _____	WFP Code: <u>EO:02</u>			
Item No.	Stock No.	Unit	Item Description	Quantity	Estimated Cost	
					Unit	Total
1		1	Provision of Venue Including Food for the Writeshop on the Economics Office's Online Library (Alexandria)	1	66,000.00	66,000.00
2		<input type="checkbox"/> - Lot Purchase	<input type="checkbox"/> - Per Item Purchase	Total Estimate:	₱ 66,000.00	
Purpose		: <u>For official use</u>				
Source of Fund		: <u>2022 GAA</u>				
End-User(s)		: <u>Economics Office</u>				
Name of Property (in case of repair) :		_____		Plate No./Serial No.: _____		
Mode of Procurement per APP:		<u>Lease of Real Property Venue</u>				
The aforementioned supplies are :		<input checked="" type="checkbox"/> Included in the Annual Procurement Plan <input type="checkbox"/> Available at PS-DBM <input checked="" type="checkbox"/> Not available at PS-DBM				
3						
The amount of PhP66,000.00 has been earmarked in our FY 2022 Appropriations pursuant to Republic Act No. 11639 with Availability of Allotment No. 2022-11-0525 valid from 29 November to 31 December 2022 .						
The actual obligation for this transaction through issuance of ORS, delivery of goods and services, inspection and payment shall be made not later than 31 December 2023 pursuant to Section 68 of the FY 2022 GAA General Provisions.						
						 BERNARD L. TINONAS Chief, Budget Division
Signature Printed Name Designation	4 Requested By:			5 Approved/Certified By:		
	 ALLEAH JEANE R. REBANAL			 BENJAMIN E. RADOC, JR.		
	SECRETARY II			DIRECTOR IV		
	Date: 25-Nov-22			Date: 25-Nov-22		
Reviewed/Cleared by: _____				Date: _____		



REQUEST FOR PROPOSAL

Provision of Venue including Food for the Writeshop on the Economics Office's Online Library

P.R. No./Date Received: 2022-11-0237 / 25 November 2022

RFQ/P No. / Date: 2022-12-0244 / 09 December 2022

The Philippine Competition Commission invites all eligible 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 (ABC)**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- **Mayor's/Business Permit**
- **Latest Income/Business Tax Return**
- **PhilGEPS Registration Number**
- **Signed 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 nppitalano@phcc.gov.ph or procurement@phcc.gov.ph on or before **14 December 2022, 12:00 NN** 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.
5. PCC PBAC 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.
7. 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 IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference**.

Very truly yours,


MA. CELESTE S. DIZON
Vice Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the Service Provider)	
1	1	₱ 66,000.00	Provision of Venue including Food for the Writeshop on the Economics Office's Online Library Location: Quezon City Date: 20 December 2022	₱ 2,000/head	x 33 pax
Total ABC		₱ 66,000.00		TOTAL Amount 66,000	
Instructions:			Please see attached Terms of Reference for the requirements.		

(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 : OPERATIONS MANAGER

Name of Company : PRIME HOTEL

Address : # 70 SGT. ESGUERRA, DILIMAN, QC

Telephone / Fax : 8962-8000

E-mail Address : primetelph@gmail.com

Company Tax Identification Number : 45646960300001



TERMS OF REFERENCE

PROVISION OF VENUE INCLUDING FOOD FOR THE WRITESHOP ON THE ECONOMICS OFFICE'S ONLINE LIBRARY

I. Background

Knowledge sharing in the workplace is necessary in fostering a collaborative and collective workspace. Alexandria is a knowledge repository which provides an online database storing various information including economic concepts, office templates, trainings, and seminars. This strengthens the collective knowledge of EO through sharing of practices among economists.

After two years of its implementation, the EO plans to evaluate the status and overall impact of the EO Alexandria to the office.

In this regard, the Economics Office (“EO”) will conduct a Writeshop on 20 December 2022 in a venue within Quezon City. The estimated total expense for this activity is **Sixty-six Thousand Pesos (Php 66,000.00)** chargeable against the 2022 GAA budget of EO to cover the venue, meals, supplies, and other related expenses, subject to the usual government accounting, budgeting, and auditing rules and regulations.

II. Participants

A total of **Thirty-three** (33) officials and staff are expected to attend the writeshop.

III. Specifications

The selection of venue shall be evaluated based on the following technical specifications vis-à-vis rating factors under Annex “H” of Revised Implementing Rules and Regulations (IRR) of the Republic Act No. (RA) 9184 for Lease of Real Property and Venue:

A. Availability. Food and venue must be available on **20 December 2022** (detailed requirements per day specified below)

B. Location and Site Condition

- Located in Quezon City.
- Provision of parking space for at least three (3) vehicles.
- Accessible to Police and Fire Stations, Restaurants, Banking and Post Office, and Hospital / Emergency services

C. Facilities

- Must be a Department of Tourism (DOT)-accredited accommodation facility

- Well-maintained building facilities such as but not limited to water supply and toilet; well-ventilated function rooms; lighting system; fire escapes; firefighting equipment; internet and telecommunications; and audio and visual equipment.
- Building must not be more than 10 years old from the date of establishment.
- Security with CCTV facilities and visible security personnel.
- PWD-friendly facilities.

D. Conference / Function Room

- One (1) spacious, air-conditioned, well-lit, and well-ventilated conference / function room that can accommodate a group of thirty-three (33) people with the following specification and/or requirements:

1. Availability. Conference / Function room must be available on:

- ◆ 20 December 2022 from 8:00am to 5:00pm

2. Provision of the following:

- ◆ Widescreen TV or LCD projector
- ◆ Sound / Audio system with at least two (2) microphones
- ◆ Unlimited high-speed Wi-Fi internet connection
- ◆ Whiteboard with markers and erasers/flip chart paper, pads, and pencils
- ◆ Mints / candies
- ◆ Use of function room electrical outlets and extension cords with no additional charges
- ◆ Free-flowing brewed coffee or tea and drinking water station during the activities

E. Food Services Requirements. The Venue must be able to provide food and drinks for a guaranteed of thirty-three (33) participants on 20 December 2022.

December 20, 2022

- ◆ Plated **AM Snacks** with one round of iced-tea or lemonade
- ◆ Managed **Buffet Lunch** with free-flowing iced tea or lemonade
- ◆ Plated **PM Snacks** with one round of iced tea or lemonade

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for the procurement is **Sixty-six Thousand Pesos (PhP66,000.00)**, inclusive of all applicable government taxes and service charge.

V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed in Annex “H” of the revised IRR of RA 9184. In addition, the service provider should attach to its bid proposal a filled-out form in **Annex B** of this document.

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the revised IRR of R.A. No. 9184. The bid is determined to be responsive if it is equal or higher than the hurdle rate of **80**. 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 Negotiated Procurement – Lease of Venue which covers the provision of food, venue, and other facilities, provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VII. Payment Scheme

Full payment of the contract shall be paid within fifteen (15) days after the issuance of the following:

- Billing Statement by the Service Provider; and
- Certificate of Satisfactory Service issued by PCC

Billing statement must be provided by the Service Provider within seven (7) days upon conclusion of the event.

VIII. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the of the contract price by the winning Service Provider for every day of delay, in addition to other damages the PCC may be entitled to. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. Dispute Agreement / Resolution

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.

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:


BENJAMIN E. RADO, JR.
Director IV, Economics Office

ANNEX A


LIST OF DOCUMENTS FOR SUBMISSION

Procuring Entity	PHILIPPINE COMPETITION COMMISSION
Address	25/F Vertis North Corporate Center 1, North Avenue, Quezon City 1105
Project Name	Writeshop to Update and Asses the Contents of Economics Office's Online Library (Alexandria)
Project Details	As indicated in the Terms of Reference
Whom to Address the Proposal	KENNETH V. TANATE, PhD Executive Director Philippine Competition Commission Thru : DIR. JOSEPH MELVIN B. BASAS Chairperson, PCC Bids and Awards Committee
Documents to be Submitted	ELIGIBILITY DOCUMENTS (to be submitted with the proposals) - Valid PhilGEPS Registration Number - Valid Mayor's / Business Permit - Conformed Terms of Reference (including filled-in Annex B) - Latest Income / Business Tax Return

ANNEX B

Particulars	NAME OF VENUE	
	<u>PRIME HOTEL</u>	
	(Mark with "√" or "X")	Remarks
20 December 2022		
I. Availability		
➤ Food and Venue must be available on 20 December 2022 (detailed requirements per day specified below)	✓	
II. Location and Site Condition		
➤ Located in Quezon City	✓	
➤ Free Spacious/ Convenient parking for at least 3 vehicles	✓	complimentary 5 reserved slots
➤ Accessible to Police and Fire station, Restaurant, Banking and Post Office	✓	
III. Facilities		
➤ Must have Department of Tourism accreditation	✓	
➤ Must have good and well-maintained building facilities	✓	
➤ Building must not be more than 10 years old from the date of establishment	✓	
➤ With CCTV facilities and visible security personnel	✓	
➤ PWD-friendly	✓	
IV. Conference / Function Room		
➤ One (1) Spacious, air-conditioned, well-lit and well-ventilated conference / function room that can accommodate a group of thirty-three (33) people	✓	
➤ Function Room can be used whole day on December 20, 2022	✓	
➤ Widescreen TV or LCD projector.	✓	LED screen
➤ Sound / audio system with at least two (2) microphones.	✓	
➤ Unlimited Wi-Fi internet connection.	✓	
➤ Whiteboard with markers and erasers / flip chart paper, pads, and pencils.	✓	
➤ Mints / candies for the participants during the activity	X	
➤ Electrical / extension outlets for laptops and other devices with no additional charge	✓	

Particulars	NAME OF VENUE	
	<u>PRIME HOTEL</u>	
	(Mark with "✓" or "X")	Remarks
	20 December 2022	
➤ Free-flowing brewed coffee or tea and drinking water station during the activity	✓	coffee
V. Food Services Requirements: The Venue must be able to provide food and drinks for a guaranteed of thirty-three (33) participants on 20 December 2022	✓	
December 20, 2022 ➤ Plated AM Snacks with free-flowing iced tea or lemonade ➤ Managed Buffet Lunch with free-flowing iced tea or lemonade ➤ Plated PM Snacks with one round of iced tea or lemonade	✓	
Payment Schemes: <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i> Billing statement by the Service Provider; and Certificate of Satisfactory Service issued by PCC	✓	
FINANCIAL PROPOSAL The ABC is Sixty-six Thousand Pesos (PhP 66,000.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.	Estimated Amount per pax per day <u>PhP 2,000.00</u>	2,000 x 33 pax = 66,000.00

Conforme:
 <u>DANTE PARAYNO</u>
Name and Signature of Authorized Representative
<u>OPERATIONS MANAGER</u>
Designation
<u>PRIME HOTEL</u>
Company