

REQUEST FOR PROPOSAL

Provision of Catering Services for the PCC 2019 Organizational Planning Boot Camp

P.R. No./Date Received: 201905-0128 / 10 May 2019

RFP No. / Date: 201905-0110 / 14 May 2019

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described items in the attached **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
- Professional License/Curriculum Vitae (**for Consulting Services only**)
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**

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 tjsakuma@phcc.gov.ph on or before **20 May 2019, 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. PCC may require you to submit additional 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 / Technical Specifications Sheet**

Very truly yours,

JESON Q. DE LA TORRE

PBAC Head Secretariat and Chief Administrative Officer, AO-GSD

Item No.	QTY	UOM	ABC	Technical Specifications / Description	Brand/Model	Unit Price	Total Amount
					(To be filled-up by the supplier)		
1	1	lot	₱ 52,000.00	Provision of Catering Services for the PCC 2019 Organizational Planning Boot Camp (Please see attached Terms of Reference) *** Nothing follows ***			
Delivery Instructions:				<i>see Terms of Reference</i>			



(Please provide **complete** information below)

We undertake, if our quotation is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this Quotation 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 Order or a Contract is prepared and executed, this Quotation shall be binding upon us. We understand that you are not bound to accept the lowest or any Quotation 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

Catering Services for the PCC 2019 Organizational Planning Boot Camp

I. Rationale/Objective

As part of the Strategic Objective to “*Optimize the use of fiscal resources,*” the PCC Organizational Planning System (POPS) has been established to strengthen the linkage among the planning, budgeting, and procurement processes of the PCC.

In order to ensure the continuous effective implementation of POPS, key PCC personnel shall be provided with the necessary building activities on the fundamental processes of POPS.

As such, the PCC shall conduct the PCC 2019 Organizational Planning Boot Camp on 29-30 May 2019.

II. Participants

Forty (40) PCC personnel are the expected participants in the two-day activity.

III. Requirements

A. Menu (*minimum requirement*)

- **AM/PM Snacks (Heavy):**
 - combination of pasta and pastries / Filipino merienda
 - 1 round iced tea/lemonade/juice
- **Buffet Lunch:**
 - at least with 3 viands (fish, pork/chicken, beef, vegetables)
 - steamed rice
 - at least 2 desserts (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 (29 – 30 May 2019)

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



Management
System
ISO 9001:2015
www.tuv.com
ID 9108652446



C. Scope of Work

- Ingress at least 1-2 hours before the program (8:00 – 9:00 AM);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least one (1) managed buffet station, well-arranged and covered by navy blue linen;
- Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- Egress immediately after the activity (5:00PM).

IV. Approved Budget for the Contract (ABC)

The approved budget for this procurement is **Fifty-Two Thousand Pesos (PhP52,000.00)**, 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.

Prepared By:

Approved By:



JOSEPH D. BERNAT
Planning Officer V



ATTY. JOSEPH MELVIN B. BASAS
Director IV

FPMO-Corporate Planning and Management Division

Finance, Planning and Management Office

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date