PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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

Provision of Service Provider for the FY 2025 PCC Teambuilding Activity

P.R. No./Date Received: **2025-04-0066 / 08 April 2025** RFQ/P No. / Date: **2025-04-0055 / 23 April 2025**

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 **Technical Specifications** 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:

- **Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.**
- **PhilGEPS Registration Number**
- **Notarized Omnibus Sworn Statement**
- **Signed Request for Proposal**
- **Signed Detailed Technical Specifications**

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 ***procurementunit@phcc.gov.ph*** or ***jvabano@phcc.gov.ph*** on or before **Wednesday, 30 April 2025, 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 subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC 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 **Technical Specifications**.
10. Please note that the **award of the procurement is on a per Lot basis.**
11. This project adopts the 2016 Revised Implementing Rules and Regulations of RA 9184.

Very truly yours, redacted

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, Bids and Awards Committee redacted

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP) *(To be filled-out by the supplier)*	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	Lot	₱ 295,000.00	**Provision of Service Provider for the FY 2025 PCC Teambuilding Activity**		
				(Please see attached Technical Specifications)		
Total ABC (Per Item)			₱ 295,000.00	**TOTAL Amount**		
Delivery Instructions:				*(Please see attached Technical Specifications)*		

*(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 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 : _____

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DETAILED TECHNICAL SPECIFICATIONS

Provision of a Service Provider to Facilitate the FY 2025 PCC Teambuilding Activity

I. BACKGROUND & RATIONALE

The Philippine Competition Commission ("PCC") is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act ("PCA"). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

Office Circular No. 2020-001 dated 12 February 2020 was issued to establish the PCC Health and Wellness Program which serves as the main basis for implementing the agency's health and wellness initiatives and activities.

Further, approved Special Order No. 2025-03-25-01 dated 25 March 2025 authorized the conduct of the FY 2025 PCC Teambuilding Activity on 15-16 May 2025.

Relative to this, the Human Capital Management Division ("HCMD"), as End-user will procure a Service Provider ("SP") to facilitate FY 2025 PCC Team Building Activity ("TBA").

The TBA is a staff development activity that aims to build a professional culture that enhances competence and efficiency, cooperation, interaction, and socialization among officials and employees. The TBA will be a form of recreation and relaxation for the employees. Further, this is also one of the strategies in promoting employee engagement that impact motivation, retention, and inspired performance from the employees.

II. PARTICIPANTS

An estimate of **two hundred eighty-six (286) personnel** are expected to participate.

III. DATE AND LOCATION

The TBA will be held on 15 May 2025 at a venue either within Batangas or Bataan.

IV. SCOPE OF WORK

The SP shall coordinate with the End-user and facilitate the TBA for the 286 personnel grouped into four (4) teams with the following requirements:

a. Join the preparatory meeting with the End-User two (2) calendar days after issuance of Notice of Award to discuss the initial proposal of the activity design, learning outcomes, customized program incorporating the theme, number of facilitators and assistants for each activity, and methodology in implementing the intended program;
b. The program design must be a mix of competitive and fun icebreakers, and indoor and outdoor activities structured in a challenge or relay games to be approved by the End-User

c. The proposal shall contain a learning session theme, gamified activities, desired outcome of the activities, and description of the type of activities;
d. The SP must propose a minimum of four (4) gamified activities that cover physical, social and mental exercises which are appropriate to the general age profile of PCC which is done in a competitive challenge type of group games involving cooperation and collaboration with all members of each team;
e. A lecturette by a Trainer during the opening activity;
f. Overall facilitation of the teambuilding activities;
g. Report the team scores and standing to the End-user;
h. Provide documentation, event highlights, and photo and videos of the event;
i. Provision of Trophies, Tokens, and Materials for the Awarding Ceremony as follows:

No.	Item Description / Specifications	Sample Image	Quantity
1	**Awards for Individual Games** **A. Medal** **1. Color:** • Champion: gold • 1st runner-up: silver • 2nd runner-up: bronze • 3rd runner-up: iron **2. Material**: metal **3. Dimensions**: 2.5" diameter **4. Other specifications**: Symbol of sports in the middle **B. Medal lace/ribbon** **1. Color**: Blue (as per the layout) **2. Materials**: Grosgrain ribbon **3. Dimensions**: at least L: 30 Inches x W: ¾ Inches	 	7 events x 4 awardees per event Total: **28 medals**
2	**Awards for Group Games** **A. Trophy** 1. Wood base with plastic body 2. Trophy height: ○ Champion: 32 cm ○ 1st runner-up: 28 cm ○ 2nd runner-up: 25 cm		8 events x 4 awardees per event Total: **32 trophies**

	○ 3rd runner-up: 22 cm 3. Laminated text at the base/bottom part of the trophy		
3	**Medal for Champions in the Group Games** **A. Medal** **1. Color:** gold **2. Material**: metal **3. Dimensions**: 2.5" diameter **4. Other specifications**: Symbol of sports in the middle **B. Medal lace/ribbon** **1. Color**: Blue (as per the layout) **2. Materials**: Grosgrain ribbon **3. Dimensions**: at least L: 30 Inches x W: ¾ Inches	 	28 players Total: **28 medals** **subject to change depending on actual number of winners in basketball, volleyball, doubles badminton, and doubles table tennis*
4	**Overall Awards** • Metal trophy height: ○ Champion: 57 cm ○ 1st runner-up: 50 cm ○ 2nd runner-up: 47cm ○ 3rd runner-up: 40 cm • Laminated text at the base/bottom part of the trophy		Champion (1 pc.) 1st Runner-up (1 pc.) 2nd Runner-up (1 pc.) 3rd Runner-up (1 pc.) Total: **4 trophies**
5	**Other Item Specifications, Delivery Terms and Conditions:** • Medal and trophy designs shall be provided by the SP, subject to approval by the End-User before production. • Tokens in the total amount of One Hundred Fifty Thousand Pesos (PhP150,000.00), subject to final approval by the End-User during contract implementation. • Delivery must be at least five (5) calendar days before the team building activity.		

V. SPECIFIC REQUIREMENTS

The SP must provide the following minimum requirements:

- At least one (1) professional head facilitator
- At least ten (10) uniformed co-facilitators

- At least one (1) certified fitness instructor to facilitate the opening activity (group exercise)
- At least one (1) first-aider with the necessary and sufficient first-aid supplies, materials and equipment
- Use of team building materials and props minimum guaranteed for 286 personnel
- Mobile Public Address (PA) system
- Four (4) color coded bandanas for 80 pax per team color with corresponding team logo design below:

Color	Design	Color	Design
1. Lila		3. Kahel	
2. Rosas		4. Luntian	

VI. DELIVERABLES AND TIMELINES

The signed final program design should be submitted to PCC within five (5) working days from the issuance of Job Order to SP.

The SP shall facilitate the following activities on 15 May 2025 as provided in the schedule below:

- Morning AM – TBA Part I (Opening Activity and games)
- Afternoon PM – TBA Part II (games, exhibition games for basketball and/or volleyball, awarding)

VII. MINIMUM QUALIFICATIONS AND REQUIREMENTS

CATEGORY	CRITERIA		
	Education	**Experience and Performance**	**Required Proof**
Firm	**N.A.**	**Years of Experience**: At least five (5) years of experience/operations as teambuilding service provider **Performance:** At least three (3) engagements/projects within the last five (5) years that involves teambuilding facilitation, with at least one (1) engagement with a government agency	• Company Profile • List of engagements • Certificate of Satisfactory Services Rendered and/or Notice of Award

Lead/Head Facilitator	**At least a Bachelor's degree**	At least three (3) engagements within the last five (5) years as teambuilding lead/head facilitator.	• Diploma • Curriculum Vitae • Certificate Teambuilding Facilitator Course or other relevant certificates • Proof of conduct or Certificate of Satisfactory Completion issued by the outsourcing office or agency.
Co-Facilitator/Assistant	**At least graduate of vocational course**	At least three (3) engagements within the last five (5) years as teambuilding co-facilitator or assistant.	• Diploma • Curriculum Vitae • Certificate/Proof of conduct or • Certificate of Satisfactory Completion issued by the outsourcing office or agency.
First Aider	**Bachelor's degree in Nursing or any related field**	At least three (3) engagements within the last five (5) years as teambuilding first aider	Diploma Curriculum Vitae Certificate/ Certificate of as first-aider from Red Cross or other relevant certificate.

VIII. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT

To ensure the PCC maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement is **Two Hundred Ninety-Five Thousand Pesos (PhP 295,000.00)**, inclusive of:

- Preparatory materials
- Peripherals needed for the conduct of the team building activities
- Transportation to and from the venue of the facilitators
- Tokens in the total amount of One Hundred Fifty Thousand Pesos (PhP150,000.00), subject to final approval by the End-User during contract implementation.
- All applicable taxes, fees, and charges

X. MODE OF PROCUREMENT

The Mode of Procurement shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

XI. RE-BOOKING POLICY

The SP must have a free re-booking policy relative to travel restrictions based on resolutions and pronouncements made by any relevant National Government Agencies of concerned Local Government Units.
The date of facilitation of the TBA can also be amended within one (1) year from the original date in the event of any, but not limited to the following circumstances and/or emergency cases:

- Fortuitous events (e.g., natural disasters);
- Announcement of work suspension of pertinent authorized govern body; and
- Quarantine restrictions.

In case of rebooking, the parties shall agree on another date, at least one (1) day prior to 15 May 2025.

XII. PAYMENT SCHEME

The payment for the services rendered shall be made fifteen (15) calendar days after the program's conduct and submission of the following documents:

a. Statement of Account (SOA) or Billing Invoice (BI) by the Service Provider, and
b. Certificate of Satisfactory Service Rendered issued by PCC through the End-user.

Payment shall be released and collected within the PCC premises or be credited to the SP’s nominated bank account, net of applicable transfer charges.

XIII. CONFIDENTIALITY OF DATA AND INFORMATION

The Facilitator that will be engaged by the PCC shall submit outputs directly to the End-User within PCC for review and endorsement for payment. All the materials, data, and information used and generated through this project will be the sole property of PCC.

XIV. LIQUIDATED DAMAGES

If the SP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to Section 68 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum deduction is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XV. DISPUTE RESOLUTION

Should 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 if competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

redacted

JEAN CHESKA C. SOLIVEN
HRMO I, AO-HCMD

Reviewed by:

redacted

ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer, AO-HCMD

Approved by:

redacted

JESON Q. DE LA TORRE
Director IV, Administrative Office

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

TEAM BUILDING ACTIVITY QUANTITY OF AWARDS			
SPORTS	**TYPE OF TOKEN**	**SPECIFICATION**	**NO/UNIT**
Chess	medal	**Quantity per set :** * Champion: gold medal * 1st runner up: silver medal * 2nd runner up: bronze medal * 3rd runner up: bronze medal Material: metal Dimensions: 2.5" diameter Other specifications: Symbol of sports in the middle Medal lace/ribbon Color: Blue (as per the layout) Materials: Matte Dimensions: at least L: 30 Inches x W: ¾ Inches	4 pcs / set
Table Tennis - Male			4 pcs / set
Table Tennis - Female			4 pcs / set
Darts - Male			4 pcs / set
Darts - Female			4 pcs / set
Badminton - Male			4 pcs / set
Badminton - Female			4 pcs / set
Total			**28 pcs**
Table Tennis - Doubles	medal	Color: Champion: gold Material: metal Dimensions: 2.5" diameter Other specifications: Symbol of sports in the middle Medal lace/ribbon Color: Blue (as per the layout) Materials: Matte Dimensions: at least L: 30 Inches x W: ¾ Inches	2 pcs
Volleyball			12 pcs
Badminton - Doubles			2 pcs
Basketball			12 pcs
Total			**28 pcs**
Scrabble	trophy	Wood base with plastic body **Quantity per set:** * Champion: 32 cm * 1st runner up: 28 cm * 2nd runner up: 25 cm * 3rd runner up: 22 cm Laminated text at the base/bottom part of the trophy	4 pcs / set
Tekken 8			4 pcs / set
Mobile Legends			4 pcs / set
Table Tennis - Doubles			4 pcs / set
Volleyball			4 pcs / set
Badminton - Doubles			4 pcs / set
Bowling			4 pcs / set
Basketball			4 pcs / set
Total			**32 pcs**
Overall Awarding	trophy	Metal trophy **Quantity per set:** Champion: 57 cm 1st runner up: 50 cm 2nd runner up: 47cm 3rd runner up: 40 cm Laminated text at the base/bottom part of the trophy	4 pcs/ set
Total			**4 pcs**