REQUEST FOR QUOTATIONS

Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

For projects governed by Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services (2017)

20 October 2025

REQUEST FOR QUOTATION

Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

Project Title : **Capacity Building to Foster Competition**
Source of Funding : **ADB Loan 3878-PHI**
Contract Ref. : **RFQ/OPI/29** 20 October 2025

Sir/Madam:

1. The Philippine Competition Commission (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Terms of Reference** attached as **an Appendix** in these documents.

   If you, however, have been associated with the preparation of this **Terms of Reference** that is the subject of this request, you shall be disqualified.

   To assist you in the preparation of your price quotation we enclose in addition to the **Terms of Reference,** the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:

   (a) you/your firm are/is not a citizen/national of an ADB member country, or
   (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
   (c) you/your firm are/is owned by the Client, or
   (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its Anticorruption Policy (1998, as amended to date) or
   (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.

3. To be qualified, you/your firm:

   a. must have proven experience as a Service Provider of the services covered by this **Request for Quotation (RFQ)** and **Terms of Reference (TOR)**. Proof of years of experience of the firm specializing in the provision of hosting international meetings or conferences, including but not limited to venue, food and accommodation services **must be submitted**. Please refer to *Section III of the TOR. Scope of Works and Job Specifications.*

   b. must be duly established company with knowledge and experience in the provision of hosting international meetings or conferences, including but not limited to venue, food and accommodation and related services. Proof of company registration (SEC/DTI/CDA Registration Certificate, Mayor's Permit, etc.) **must be submitted**.

   c. must submit tax clearance per E.O. 398, s.2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR), and its Revenue Regulations No. 017-2024 prescribing the

presentation of tax clearance prior to final settlement of government contracts.

d. Must submit written confirmation authorizing the signatory of the bid to commit the bidder (i.e., Company's Board Resolution, or Notarized Secretary's Certificate, or Written Power of Attorney).

e. Must show proof that your firm must be:

- Strategically located within a driving distance of less than three (3) kilometer radius from the Philippine Competition Commission located at Vertis North, Quezon City. The location should afford guests' convenience and a wide range of options for accommodation, transportation, recreation, entertainment and business centers.
- At least a 4-star hotel or equivalent
- Age of establishment is at most fifteen (15) years old
- Department of Tourism (DOT) accredited
- Compliant with international standards of excellence practice: OHSAS 18001:2007 or ISO or equivalent
- With at least three (3) Certificates of Satisfactory Service Rating (CSSRs) or evaluation/feedback survey from previous government or private clients
- Preferably with previous experience in hosting international and local meetings or conferences
- With closed circuit TV cameras in strategic locations and security personnel

f. must be able to meet the minimum 85% hurdle rate requirement in the technical bid evaluation based on the criteria and rating scale attached to the **Terms of Reference** of this RFQ. In addition, you should attach to your bid proposal a filled-out and signed form in **Annex A. Summary of Requirements of the Terms of Reference**.

4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

(a) Your price quotation/(s) shall be for all the items as described in the **Terms of Reference** and submitted only in the attached **Form of Quotation**. The currency of quoted prices and payment shall be in **Philippine Peso**.

(b) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.

(c) You shall submit one original of the **Form of Quotation** clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the Original shall prevail.

(d) Your quotation(s) should be valid for a period of **30 calendar days from the deadline for submission of the quotation**/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years. In exceptional circumstances, prior to the expiration of the bid validity period, the Client may request Bidders to extend the period of validity. The request and the responses shall be made in writing. A bidder granting the request shall not be required or permitted to modify its Bid

Submission and Opening

(e) Your **Form of Quotation** should be submitted by **19 November 2025, 12:00 noon.** with the required documents that should be **signed**, **sealed** in an envelope, and addressed to, delivered, and duly received by the BAC Secretariat to the following address:

Client's Address: Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

(f) Quotations shall be opened in public, in the presence of participating Service Providers' representative/s who choose to attend, **on the same date as for quotation submission at a time within at least one hour of the stated deadline above** and at the following address:

Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

Evaluation and Comparison

(g) Quotations determined to be substantially responsive to the **Request for Quotation** will be evaluated using the criteria indicated in the **Terms of Reference**. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in the **Request for Quotation**.

(h) Eligible bidders, who will meet at least the **85-point hurdle rate** in the shortlisting process, shall be shortlisted and their quotations/proposals shall be further assessed for the combined technical and financial evaluation using the criteria described in in the **Terms of Reference**.

(i) The contract shall be awarded to the Service Provider whose quotation has been determined to be substantially responsive to the **Request for Quotation** and who has the highest evaluated combined technical and financial scores among all responsive bids.

(j) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:

(i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
(ii) where there is a discrepancy between the unit rate (where applicable) and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
(iii) If you refuse to accept the correction/(s), your quotation will be rejected.

Award of Contract

(k) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this Request for Quotation and who has the best-evaluated score among all responsive quotations.

(l) The Service Provider whose quotation has been accepted as the most advantageous quotation per para (i) above will be notified by the Client within **thirty (30)** working days from

the date of submission of the quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.

(m) The successful Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**. In addition to the quoted price, the contract price shall include Value Added Tax (VAT) in the Philippines.

5. Further information can be obtained from:

Name: Mr. Isabelo Miguel V. Abaño
Technical Staff, Procurement Support and Secretariat, PBAC
Address: Philippine Competition Commission
25/F Vertis North Corporate Center I
North Avenue, Quezon City
Email: ivabano@phcc.gov.ph

procurementunit@phcc.gov.ph

6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.

7. Under **ADB's Anticorruption Policy** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for an award and may impose sanctions or other remedial actions on parties involved if it determines that the Service Provider recommended for an award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing the Contract. At the time of submission of your quotation, you should not be on ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported the project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

8. You/your firm, joint venture partners, associates, parent company, affiliates, or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

   If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):[1]

   (a) Name of Institution: _____
   (b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
   (c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers, and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of an ordinance which carry the penalty of imprisonment.

[1] Any such disclosure shall be forwarded by the Client to ADB.

If so charged or convicted, please state details:[2]

(a) Nature of the offense/violation: _____

(b) Court/Area of jurisdiction: _____

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____

(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates, or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred, or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of an ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. The Client reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:

    a. If there is prima facie evidence of collusion between appropriate public officers or employees of the Client, or between the Bids and Awards Committee (BAC) and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
    b. If the BAC is found to have failed in following the prescribed bidding procedures; or
    c. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the Government of the Philippines (GoP), as follows:
        i) if the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the Client;
        ii) if the project is no longer necessary as determined by the Client; or
        iii) if the source of funds for the project has been withheld or reduced through no fault of the Client.

14. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

redacted

Sincerely,

redacted

ATTY. JOSEPH MELVIN B. BASAS
Chairperson
PCC Bids and Awards Committee (PBAC)
Philippine Competition Commission
(Client)

[2] Any such disclosure shall be forwarded by the Client to ADB.

FORM OF QUOTATION

Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

_____2025
(Date)

To: Philippine Competition Commission
The Chairperson, PCC Bids and Awards Committee (PBAC)
25/F Vertis North Corporate Center I
North Avenue, Quezon City

We offer to execute the RFQ/OPI/29: Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries in accordance with the **Contract Terms and Conditions** and the **Terms of Reference** accompanying this Quotation for the Contract Price not to exceed _____[*amount in words and numbers*] (PhP_____) Philippine Peso in accordance with the **Price Schedule** attached to this Form of Quotation and annexed to the **Terms of Reference**.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Terms of Reference**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider : _____

Authorized Signature : _____

Name of Signatory : _____

Title of Signatory : _____

Address : _____

Telephone Number : _____

Fax Number, if any : _____

Email address (optional) : _____

ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client	: Philippine Competition Commission
Authorized Signature	: _____
Name of Signatory	: Kenneth V. Tanate, PhD
Title of Signatory	: Executive Director and Head of Procuring Entity
Date	: _____

PRICE SCHEDULE

Item no.	Milestones / Deliverables		% of Total Contract Price and Payment Schedule	Amount (Philippine Peso)
	Deliverables	Timeline		
1	Submission and PCC's acceptance of the Event Order Agreement	Within fifteen (15) business days from the issuance of Notice to Proceed	50% Within fifteen (15) business days from the issuance of Notice to Proceed	PhP _____
2	Issuance of the following: (a) Billing statement by the Service Provider; and (b) Certificate of Satisfactory Service (CSS) issued by the End-user	Within seven (7) business days from completion of work by the service provider and acceptance of services by End-user	50% Within fifteen (15) business days from issuance of billing statement and CSS	PhP _____
TOTAL			**100%**	**PhP _____**

FORM OF CONTRACT

Name of Contract: **Loan 3878-PHI: Capacity Building to Foster Competition**
Contract Number: **RFQ/OPI/29:** Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

THIS CONTRACT is entered into on _____day of _____, _____, between Philippine Competition Commission (hereinafter called "the Client") on the one part, and _____ (hereinafter called "the Service Provider") on the other part.

WHEREAS the Client has requested a quotation for the: Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries to be performed by the Service Provider in accordance with the **Contract** and has accepted the Quotation by the Service Provider in the amount of [*amount in words*] _____ [*amount in figures*] hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:

   a) **Form of Quotation**, with **Price Schedule** and **Terms of Reference** and Annexes; and
   b) **Contract Terms and Conditions**;

2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.

3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of the Philippines on the date indicated above.

Signature and seal of the Client:
For and on behalf of

_____
Name of Authorized Representative

Signature and seal of the Service Provider:
For and on behalf of

_____
Name of Authorized Representative

CONTRACT TERMS AND CONDITIONS

Project Name: **Loan 3878-PHI: Capacity Building to Foster Competition**
Client: **Philippine Competition Commission**
Contract No.: **RFQ/OPI/29**: Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

1. Definitions

(a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.

(b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.

(c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.

(d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.

(e) "Client" means the entity purchasing the Services.

(f) "Services" means the services the Service Provider will perform as specified in the Terms of Reference in the **Appendix**.

(g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.

(h) "ADB" is the Asian Development Bank.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time) that require Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect

to the performance of the Services.

7. **Required Performance Standards** (with attachments, as necessary and as prescribed by Client.)

   (a) General Description
   (b) Specific Standards
   (c) Performance Parameters

   The Service Provider confirms compliance with the above standards and parameters.

8. **Service Completion Schedule**
   The services should be completed as per the schedule indicated in the **Terms of Reference** but not exceeding **120 calendar days from the date indicated in the Notice to Proceed.**

9. **Fixed Contract Price**
   The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. **Taxes and Duties**
    The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

    Pursuant to the Revenue Regulation No. 017-2024 of the Bureau of Internal Revenue (BIR) prescribing the presentation of tax clearance prior to final settlement of government contracts, the Service Provider shall pay taxes in full and on time and that failure to do so will entitle the Purchaser to suspend payment for any goods or service delivered by the Service Provider. The Service Provider shall regularly present, within the duration of the contract, a tax clearance from the BIR as well as a copy of its income and business tax returns fully stamped and received by the BIR and duly validated with the tax payments made thereon

11. **Payment**
    Upon submission by the Service Provider of the claim and subsequent verification of the claim by the Client, payment of the contract price shall be made in the following manner as indicated in the **Price Schedule**:

    (a) Upon submission and PCC's acceptance of the Event Order Agreement:
    50% Within fifteen (15) business days from the acceptance of the Event Order Agreement.

    (b) Upon issuance of the following:
    - Billing statement by the Service Provider; and
    - Certificate of Satisfactory Service (CSS) issued by the End-user

    50% Within fifteen (15) business days from completion of work by the service provider and acceptance of services by End-user

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

12. **Resolution of Disputes**
    The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of Philippine law.

13. Independent Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee, or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses, and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

15. Failure to Perform

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

16. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

17. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

18. Force Majeure

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(a) For purposes of this Clause, “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence, and is not foreseeable. Such events may include but are not restricted to, acts of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

(b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

19. Accounts and Records

(a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.

(b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices, and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.

(c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

20. Suspension of ADB Loan or Credit.

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider is being made, the Client is obligated to notify the Service Provider, with a copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

21. Termination Notice Due to Non-payment

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

Appendix

TERMS OF REFERENCE

I. Rationale / Objective
II. Participants
III. Scope of Works and Job Specifications
IV. Approved Budget for the Contract and Mode of Procurement
V. Confidentiality and Ownership of Data
VI. Information Security and Non – Disclosure Agreement
VII. Evaluation and Selection Criteria (Rating Scheme)
VIII. Payment Schedule
IX. Conflict of Interest
X. Other Terms and Conditions
XI. Penalties and Liquidated Damages
XII. Dispute Resolution
XIII. Bank's Anticorruption Policy; Standards of Conduct

Annex A: Summary of Requirements
Annex B: Reference for Room Layout
Annex C: Venue Rating Sheet
Annex D: Price Schedule

PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

TERMS OF REFERENCE
Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

I. Rationale/Objective

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. The PCA also mandates the PCC to advocate for a level playing field through a National Competition Policy.

To support the implementation of the PCA and contribute to building a strong knowledge base on competition law and policy, the PCC with the assistance from the Asian Development Bank (ADB), is implementing the Capacity Building to Foster Competition Project (the "Project"). The Project has a dedicated component that supports institutional strengthening of the PCC which includes the conduct of capacity building and advocacy activities with key stakeholders.

Launched in 2018, the Manila Forum on Competition in Developing Countries (the "Manila Forum") is a flagship advocacy activity of the PCC which aims to discuss competition issues faced by developing economies. The Manila Forum also serves as a platform for competition authorities to examine emerging trends in the market that can shape and influence competition law and policy.

The PCC will organize the 2026 Manila Forum to discuss the economic and legal foundations of antitrust in the Philippines including emerging issues in the field. The discussion aims to equip sectoral representatives to continuously advocate for and implement competition amid evolving market dynamics, thereby fostering sustained collaboration with the PCC in its mission to promote a thriving economy where businesses compete and consumers benefit.

As an integral component of the PCC's capacity-building and advocacy program, the conduct of the 2026 Manila Forum advances current advocacy efforts locally and internationally, enhances institutional capacity through knowledge-sharing with renowned international and local experts, and strengthens linkages with core stakeholders, and foreign competition authorities.

.

II. Participants

The event will gather about two hundred fifty (250) participants from the following sectors:

A. Local and international competition law and economics experts and practitioners

B. Stakeholders in the business community, government, academe, and consumer groups
C. Development partners

III. Scope of Works and Job Specifications

A. General

- Strategically located within Quezon City, or Mandaluyong City, or Pasig City. The location should afford guests' convenience and a wide range of options for accommodation, transportation, recreation, entertainment and business centers.
- At least a 4-star hotel or equivalent
- Age of establishment is at most fifteen (15) years old
- Department of Tourism (DOT) accredited
- Compliant with international standards of excellence practice: OHSAS 18001:2007 or ISO or equivalent
- With at least three (3) Certificates of Satisfactory Service Rating (CSSRs) or evaluation/feedback survey from previous government or private clients
- Preferably with previous experience in hosting international and local meetings or conferences
- With 24/7 closed circuit TV cameras in strategic locations and visible security personnel at all times

B. Conference/Function Rooms and Food Services Requirements

- **Main Conference Hall**

  One (1) fully air-conditioned conference hall with the following specifications and/or requirements:

  - Hall availability:
    2 February 2026 from 8:00AM to 8:00 PM
    3 February 2026 from 8:00AM to 11:00 PM
  - Allowance for ingress of at least 2 hours before the event and egress of at least 2 hours after the event
  - Can accommodate the following:

Event, Time and Date	*Capacity*	*Set-up*
Forum Proper 02 February (8:00AM-6:00 PM) 03 February (8:00AM-12:15 PM)	250 pax (approx.)	• Banquet round table setup with ample space between participants for comfort • Provision for stage set-up • If big screens are not available, additional screens for presentation visibility (esp. for far rows) • Minimum of four (4) wireless microphones for speakers, moderators and host • Minimum of four (4) additional microphones with stands strategically positioned across the quadrants of the hall to facilitate audience interaction during the

		question-and-answer segment.
Hors d'œuvre 02 February (6:00 PM-8:00PM)	250 pax (approx.)	• Banquet round table setup with ample space between participants for comfort
Closing Ceremony and Fellowship Night 03 February (5:00PM-11:00 PM)	250 pax (approx.)	• Banquet round table setup with ample space between participants for comfort • Provision for stage set-up • Minimum of four (4) wireless microphones for performers, speakers and host

- Can accommodate around two hundred fifty (250) pax comfortably and preferably has a ceiling height of at least six (6) to eight (8) meters.
- Can accommodate a stage setup of at least 12ft x 24ft x 2ft and provision of space for LED walls
- Provision of ample writing materials: whiteboard/flip chart, markers, erasers
- Provision of at least two (2) motorized projector and screens
- Provision of unlimited and uninterrupted wireless internet connection that can accommodate around two hundred fifty (250) pax
- With free electrical access and sufficient supply of extension wires for guests and organizers
- With a dedicated AV tech specialist and IT support on site

- **Banquet Area (for Lunch)**
  One (1) air-conditioned conference/function room with the following specifications and/or requirements:
  - Room availability: **02-03 February 2026** from 12:00 NN to 2:00 PM
  - Can accommodate at least two hundred fifty (250) pax in banquet round table setup
  - With provision of tables and chairs
  - Area may either be the same as the Main Conference Hall or a separate area located on the same or nearby floor; final location shall be subject to end-user's approval upon inspection

- **Secretariat Room**
  One (1) air-conditioned conference/function room with the following specifications and/or requirements:
  - Room availability: **02-03 February 2026** from 8:00 AM to 6:00 PM
  - Can accommodate at least twenty (20) pax in either classroom or u-shaped setup
  - With provision of tables and chairs
  - With electrical access for charging and ample extension wires
  - With provision of unlimited and uninterrupted wireless internet connection
  - Within the same floor as the Main Conference Hall
  - Provision of writing materials: whiteboard/flip chart, markers, erasers
  - Provision of one (1) free-flowing coffee/tea/water station set-up

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

- **Foyer Area**
  - Availability: **02 February 2026** from 8:00AM to 8:00 PM
    03 February 2026 from 8:00 AM to 11:00 PM
  - Can comfortably accommodate the setup of conference custom registration booths and photo wall, for simultaneous arrival and exclusive use of at least two hundred fifty (250) participants
  - Fully air-conditioned foyer area, with provision of cooling fans, as needed
  - Within the same floor as the Main Conference Hall and Secretariat Room
  - With electrical access for charging and ample extension wires
  - With provision of unlimited and uninterrupted wireless internet connection

- **Food Services Requirements**
  Forum Proper
  02 February (8:00AM-6:00 PM)
  03 February (8:00AM-12:15 PM)
  - Free-flowing coffee, tea, and water throughout the event
    - Setup of two (2) coffee/tea/water station at the Main Conference Hall
    - Setup of one (1) coffee/tea/water station at the Secretariat Room
  - AM Snacks, Buffet Lunch, PM Snacks

MEAL	SETUP
AM and PM Snacks	• Banquet round table setup for **250 pax** at the Main Conference Hall with ample space between participants for comfort
Buffet Lunch	• Banquet round table setup for **250 pax** at the same area as the Main Conference Hall **or** a separate area within the same or nearby floor, final location shall be subject to end-user's approval upon inspection

  - With two (2) snack items for AM and PM snacks
  - Drinks: At least one (1) round of chilled juices during AM and PM snacks and lunch
  - Buffet lunch with soup, salad bar, at least three (3) multiple live stations: (Asian, Western, and a dessert bar)
  - Main courses should include at least three (3) Halal-friendly options
  - With food labels containing ingredients and allergy information
  - Final menu is end-user's discretion

Hors d'œuvre
02 February (6:00 PM-8:00PM)

MEAL	SETUP
At least three (3) varieties of canape with at least one (1) Halal-friendly option and at least two (2) choices of juice	Banquet round table setup for **250 pax** at the Main Conference Hall

- At least three (3) varieties of canape with at least one (1) Halal-friendly option
- At least two (2) choices of beverages for two (2) hours
- With food labels containing ingredients and allergy information
- Final menu is end-user's discretion

Closing Ceremony and Fellowship Night
03 February (5:00PM-11:00 PM)

MEAL	SETUP
Buffet Dinner (international variety) with assorted appetizers, at least two (2) canapes, soup, bread, at least four (4) main courses, rice, pasta and three (3) desserts	Banquet round table setup for **250 pax** at the Main Conference Hall

- With a selection of assorted appetizers, at least two (2) canapes, salad bar, soup, carving station, bread, at least four (4) main courses with at least two (2) Halal-friendly options (non-pork, non-lard dish) and three (3) desserts
- With assorted beverages for five (5) hours
- With food labels containing ingredients and allergy information
- Final menu is end-user's discretion

C. Room Accommodation

- Availability of rooms with the following details:

Check-in Date	Check-out Date	Room Type	Number of Room(s)
February 01	February 04	Single Occupancy (King or Queen-size bed)	6
February 01	February 04	Twin Occupancy (2 Individual beds)	6

- Specifications:
  - Space requirement of at least thirty (30) to forty (40) square meters
  - Free in-room unlimited and uninterrupted wireless internet access
  - Complimentary breakfast buffet
  - Free access to hotel amenities

D. Other requirements

- Dedicated unlimited and uninterrupted wired/LAN and wireless internet connection for the tech and secretariat (100 mbps)
- Same corporate room rates given to PCC shall be extended to attendees of the event depending on availability

- Provision of complimentary car passes for at least ten percent (10%) of the total number of participants and a flat rate for the rest of the participants
- Free unlimited and uninterrupted wireless internet connection in all areas and throughout the event
- Provision of sufficient supply of extension cords for use of participants without additional charge
- Use of electric outlets for electronic/digital devices with no additional charges at the Main Conference Hall, Foyer Area, and Secretariat Room

IV. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this project is **Four Million Five Hundred Thousand Pesos (PhP4,500,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

The mode of procurement shall be competitive bidding following the ADB's Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting, and Consulting Services (2017, as amended from time to time) harmonized with the provisions of Republic Act No. 12009 and its Revised Implementing Rules and Regulations.

V. Confidentiality and Ownership of Data

The firm shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials conceptualized, designed, and produced shall be owned by PCC, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The firm shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

VI. Information Security and Non – Disclosure Agreement

To ensure the Philippine Competition Commission (PCC) maintains 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 Information in any form whatsoever. A notarized Non-Disclosure Agreement must be submitted after the issuance of the Notice to Proceed.

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System and will not form part of the submission for payment.

VII. Evaluation and Selection Criteria (Rating Scheme)

The bid is determined to be responsive if it is equal or higher than the hurdle rate of 85%. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

VIII. Payment Schedule

The following payment shall be made to the provider according to the schedule below:

Schedule	Timeline	% of Contract Price
Upon submission and PCC's acceptance of Event Order Agreement	Within fifteen (15) business days from the issuance of Notice to Proceed	50%
Upon the issuance of the following: a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by the end-user	Within seven (7) business days after issuance of the billing statement and submission of complete documentary requirements from the end user	50%
TOTAL		**100%**

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

IX. Conflict of Interest

The Service Provider must be independent from the entities which operate in the business of the particular sector covered by the scope of this engagement and must have no conflict of interest. There is conflict of interest when the Service Provider has an interest in the business of the entities operating, whether directly or indirectly, in the particular sector covered by this engagement, and the interest of such Service Provider, or his rights or duties therein, may be opposed to or affected by the performance of his duty as Service Provider.

X. Other Terms and Conditions

Neither party shall be liable to the other for any failure to perform any obligation under the contract which is due to an event beyond the control of such party including but not limited to force majeure, acts of God, fire, flood, lightning, typhoon, hurricane, volcanic eruption or other convulsion of nature; invasion, acts of foreign enemies, hostilities or warlike operations; strikes, riots, civil commotion, mutiny, rebellion, insurrection, military or usurped power; government intervention, law or ordinance; court order; resolution or judgment; renovation or repairs of whatever nature and stage; closure or cessation of operation; or other causes beyond either party's control.

The client shall also not be charged with cancellation fees in the event that travel restrictions and enhanced community quarantines are imposed within Metro Manila due to high cases of COVID-19 or MPox, making the conduct of the event or any mass gathering impossible. The service provider should likewise be willing to respond to immediate or unforeseen changes in the specifications, activities, and schedules based on IATF and local government unit pronouncements.

XI. Penalties and Liquidated Damages

The selected Service Provider shall be subject to assessment by PCC as to the effectivity of the event in meeting its objectives.

Where the Service Provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the Contract Agreement, the Service Provider shall pay PCC for liquidated damages, and not by way of penalty, an amount, as provided in the General Conditions of Contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten (10%) percent of the contract amount, PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. Dispute Resolution

Should any dispute related to the technical specifications and/or rights of the PCC and the events organizing firm (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 TOR must be in writing, signed and acknowledged by the Parties.

XIII. Bank's Anticorruption Policy; Standards of Conduct

1. Anticorruption Policy

The anticorruption policy of the ADB requires that borrowers (including beneficiaries of ADB-financed activity), as well as service providers under ADB-financed contracts, observe the highest standard of ethics during the selection process and in the execution of such contracts. In pursuance of this policy, ADB

(a) defines, for the purposes of this provision, the terms set forth below as follows:

i. A "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence the actions of another party.

ii. A “fraudulent practice” means any action or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

iii. A “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party.

iv. A “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

v. Abuse, means theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard.

vi. Conflict of interest means any situation in which a party has interests that could improperly influence a party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

vii. “Obstructive practice” means (a) deliberately destroying, falsifying, altering, or concealing of evidence material to an ADB investigation; (b) making false statements to investigators in order to materially impede an ADB investigation; (c) failing to comply with requests to provide information, documents, or records in connection with an Office of Anticorruption and Integrity (OAI) investigation; (d) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; (e) materially impending the Bank’s contractual rights of audit or access to information; and

viii. Integrity violation is any act which violates ADB’s Anticorruption Policy, including items (i) to (vii) above and the following: abuse, conflict of interest, violations of ADB sanctions, retaliation against whistleblowers or witnesses, and other violations of ADB’s Anticorruption Policy, including failure to adhere to the highest ethical standards.

(b) will reject a proposal for an award if it determines that the service provider recommended for the award has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for the Contract;

(c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the Client engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to ADB to remedy the situation;

(d) will impose remedial actions on a firm or an individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and

Guidelines (both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB-financed, -administered, or -supported activities or to benefit from an ADB-financed, -administered, or -supported contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations; and

(e) will have the right to require that a provision be included in the request for proposals and in Contracts financed by ADB, requiring service providers to permit ADB or its representative to inspect their accounts and records and other documents relating to the Financial and Technical Proposals and contract performance and to have them audited by auditors appointed by ADB

2. Anticorruption Policy

The Supplier shall ensure that its employees observe the highest ethical standards and refrain from any form of bullying, discrimination, misconduct, and harassment, including sexual harassment, and shall, at all times, behave in a manner that creates an environment free of unethical behavior, bullying, misconduct, and harassment, including sexual harassment. The supplier shall take appropriate action against any employees, including suspension or termination of employment, contract, or sub-contract, if any form of unethical or inappropriate behavior is identified.

The following definitions shall apply in these Standards of Conduct:

(a) "Bullying" is a form of harassment consisting of repeated or persistent aggression or other malicious behavior in any form by one or more persons, which has the effect of humiliating, belittling, offending, intimidating, or discriminating against another person. It may include persistent, unwarranted, or unconstructive criticism, personal abuse, and/or ridicule, either in public or private, which humiliates or demeans the individual targeted, gradually eroding or intending to erode the person's self-confidence. Appropriately conveyed criticism, disapproval, negative performance assessment, and similar appraisal, by themselves do not constitute bullying or harassment.

(b) “Discrimination” is the inappropriate differentiation between individuals or groups. Such discrimination includes differentiation based on characteristics such as race, color, nationality, national, social or ethnic origin, religion or similar belief, language, political or other opinion or affiliation, gender, gender identity, sexual orientation, family or civil status, health status, size, or physical ability.

(c) "Harassment" is any unwarranted or unwelcome behavior, whether verbal, psychological, or physical, that interferes with work or creates an intimidating, hostile, or offensive work environment. Harassment includes, but is not limited to, bullying and sexual harassment.

(d) “Integrity” means a firm adherence to ADB’s Anticorruption Policy (1998, as amended to date), the Integrity Principles and Guidelines (2015, as amended from time to time), and to the highest ethical standards.

(e) "Misconduct" is behavior, or an act or omission, which is unacceptable or improper, contrary to the principles or rules of ADB, or is illegal or unethical. Misconduct may not necessarily be intentional and can arise from neglect, recklessness, or mismanagement. Misconduct includes, but is not limited to, (i) the failure to observe these standards or other rules, regulations, guidelines, or procedures; or (ii) conduct, actions, or omissions, within and outside ADB, that risk discrediting or disgracing ADB, bringing ADB into disrepute, or could undermine the integrity of ADB's policies, processes, or procedures.

(f) “Respect” refers to interacting with all others in the work environment in a professional, positive, and inclusive manner, regardless of hierarchical role or rank. This includes treating others with due consideration, courtesy, dignity, and open-mindedness, as well as working without prejudice or bias toward individuals or institutions that have different characteristics, backgrounds, and viewpoints.

(g) “Retaliation” is any detrimental act, direct or indirect, recommended, threatened, or taken against anyone who has raised or is considering raising a complaint of misconduct whether formally as whistleblower or witness or person associated with a whistleblower or witness or otherwise, in a manner material to the complaint because of a report of or cooperation with an ADB investigation into any form of (alleged) misconduct. Retaliation can include, but is not limited to, harassment, discriminatory treatment, assignment of work outside the corresponding job description, withdrawal of work assignments contained in the job description, inappropriate performance appraisals or salary adjustments, or the withholding of an entitlement.

(h) “Sexual Harassment” is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature that results in physical, sexual, or psychological harm or suffering to another person, or which is made or suggested to be a condition of employment, promotion, or other personnel action or creates an intimidating, hostile, or offensive environment.

Annex A. Summary of Requirements

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
1. General			
- Located within Quezon City,or Mandaluyong City or Pasig City	Please provide screenshot of location from Google Maps		
- With a wide range of options for accommodations, transportation, recreation, entertainment, business centers and historical sites in Manila			
- At least a 4-star hotel or equivalent	Provide copy of certification or screenshot from accrediting websites or travel guides		
- Age of establishment	Provide copy of Business Permit		
- DOT accredited	Provide copy of certification or screenshot of listing from the DOT website		
- Compliant with international standards of excellent practice: OHSAS 18001:2007 or ISO or equivalent	Provide copy OHSAS or ISO or any equivalent certification		
- With at least three (3) Certificates of Satisfactory Service Rating (CSSRs) or evaluation/feedback from previous government or private clients	Provide copy of certificates or evaluation/feedback		
- With previous experience in hosting international and local meetings or conferences	Provide list or photos of previous events		
- With closed circuit TV cameras in strategic locations and security personnel			
2. Conference/Function Rooms and Food Services Requirements			
A. Main Conference Hall			
One fully (1) air-conditioned conference room with the following specifications and/or requirements:			
➢ Room availability: **02 February 2026** from 8:00 AM to 8:00 PM **03 February 2026 from** 8:00 AM to			

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
11:00 PM			
➢ Allowance for ingress and egress as required in this TOR			
➢ Can accommodate about two hundred fifty (250) pax comfortably with ample space in a banquet round table setup	Please provide sample layout		
➢ Has ceiling height of at least six (6) to eight (8) meters	Please provide floorplan with venue dimensions		
➢ Can accommodate a stage setup of at least 12ft x 24ft x 2ft and provision of space for LED walls			
➢ Provision of sound/audio system, with: - At least four (4) wireless microphones for speakers, moderators, and host - Additional four (4) microphones with stands strategically positioned across the quadrants of the hall to facilitate audience interaction during the question-and-answer segment.			
➢ Provision of ample amount of writing materials: whiteboard/flip chart, markers, erasers			
➢ Provision of at least two (2) motorized projectors and screens			
➢ Provision of unlimited and uninterrupted wireless internet connection that can accommodate around two hundred (250) pax	Please provide a proof of speed test using speed.cloudflare.com, with the following parameters: Upload and download must not be less than 300mbps committed information rate (CIR), jitter must not exceed 30ms, latency must be below 150ms, and packet loss must not exceed 5%		

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
➢ With free electrical access and sufficient supply of extension wires for guests and organizers			
➢ With dedicated AV tech specialist on site			
B. Banquet Area (for Lunch)			
One (1) air-conditioned conference room with the following specifications and/or requirements:			
➢ Room availability: **02-03 February 2026** from 12:00 NN to 2:00 PM			
➢ Can accommodate around two hundred fifty (250) pax in banquet round table setup			
➢ With provision of tables and chairs			
➢ Area may either be the same as the Main Conference Hall or a separate area located on the same or nearby floor, final location shall be subject to end-user's approval upon inspection			
C. Secretariat Room			
One (1) air-conditioned conference/function room with the following specifications and/or requirements:			
➢ Room availability: **02-03 February 2026** from 8:00 AM to 6:00 PM			
➢ Can accommodate at least twenty (20) pax in either classroom or u-shaped setup	Please provide sample layout		
➢ With provision of tables and chairs			
➢ With electrical access for charging and ample extension wires			
➢ With provision of unlimited and uninterrupted wireless internet connection	Please provide a proof of speed test using speed.cloudflare.com, with the following parameters: Upload		

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
	and download must not be less than 300mbps committed information rate (CIR), jitter must not exceed 30ms, latency must be below 150ms, and packet loss must not exceed 5%		
➢ Within the same floor as the Main Conference Hall	Provide floorplan		
➢ With provision of writing materials: whiteboard/flip charts, markers, erasers			
➢ Provision of one (1) coffee/tea/water station setup			
D. Foyer Area			
➢ Availability: **02 February 2026** from 8:00AM to 8:00 PM **03 February 2026** from 8:00 AM to 11:00 PM			
➢ Can comfortably accommodate the setup of conference custom registration booths and photo wall, for simultaneous arrival and exclusive use of about two hundred fifty (250) participants			
➢ Fully-air-airconditioned foyer area, with provision of cooling fans as needed			
➢ Within the same floor as the Main Conference Hall and Secretariat Room	Please provide floorplan		
➢ With electrical access for charging and ample extension wires			
➢ With provision of unlimited and uninterrupted wireless internet connection	Please provide a proof of speed test using speed.cloudflare.com, with the following parameters: Upload and download must not be less than 300mbps committed information rate (CIR), jitter must not		

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
	exceed 30ms, latency must be below 150ms, and packet loss must not exceed 5%		
E. Food requirements			
➢ Food services requirements as indicated in the TOR for the Meeting Package, Hors d'œuvre and Dinner Package	Please provide sample menu		
3. Room Accommodation			
- Availability of room requirements as specified in the TOR			
- Size: At least thirty (30) to forty (40) square meters	Please indicate room size		
- Free in-room internet connection			
- Complimentary breakfast buffet			
- Free access to hotel amenities			
4. Other requirements			
- Dedicated unlimited and uninterrupted wired/LAN and wireless internet connection for the tech and secretariat (100 mbps)	Please provide a proof of speed test using speed.cloudflare.com, with the following parameters: Upload and download must not be less than 300mbps committed information rate (CIR), jitter must not exceed 30ms, latency must be below 150ms, and packet loss must not exceed 5%		
- Same corporate rates given to PCC shall be extended to attendees of the event depending on availability			
- Provision of complimentary car passes for at least ten (10%) of the total number of participants and a flat rate for the rest of the participants			
- Free unlimited wireless internet connection in all areas and throughout the event			

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Particulars	NAME OF SERVICE PROVIDER		
	Remarks from End-User	**Mark with "✓" if requirement is Available**	**Remarks from Bidder**
- Provision of sufficient supply of extension cords for use of participants without additional charge			
- Use of electric outlets for electronic/digital devices with no additional charges at the Main Conference Hall, Foyer Area, and Secretariat Room			
5. Payment Scheme The PCC shall pay 50% of the total expected contract price upon the signing of contract and submission of BEO and the balance (50%) thereof shall be paid within 15 days upon issuance of the following: - Billing statement by the Service Provider; and - Certificate of Satisfactory Service issued by PCC			
6. FINANCIAL PROPOSAL The ABC is **Four Million Five Hundred Thousand Pesos (PhP4,500,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.			

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Annex B. Reference for Room Layout

Forum Proper, Hors d'œuvre and Dinner Night at the Main Conference Hall

Setup: Banquet Round Table Setup

Secretariat Room – Classroom or U-Shaped Setup

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Annex C. Venue Rating Sheet
Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
I. Availability and Suitability of Function Rooms (10%)													
1. Availability on 2-3 February 2026 of the following facilities: •Main Conference Hall (1 unit; Feb 02 from 8:00AM to 8:00PM and Feb 03 from 8:00AM to 11:00PM) •Banquet Area for Lunch (1 unit that may either be the same as the Main Conference Hall or a separate area located on the same or nearby floor, subject to end-user's approval upon inspection) •Secretariat Room (1 unit; Feb 02- 03 from 8:00AM to 6:00PM) •Foyer Area (1 unit; Feb 02 from 8:00AM to 8:00PM and		100	Available on the preferred date and time, and meets all the space requirements										
		0	Not available on preferred date and time, and/or does not meet all the space requirements										

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

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
Feb 03 from 8:00AM to 11:00PM)													
II. General Requirements (30%)													
1. Accessibility	10%	100	Located within Quezon City or, Mandaluyong or Pasig										
		0	Located outside Quezon City or, Mandaluyong or Pasig										
2. At least a 4-star hotel or equivalent	3.00%	100	5-star hotel										
		50	4-star hotel										
		0	3- star or lower										
3. Age of establishment	3.00%	100	Younger than fifteen (15) years										
		0	Fifteen (15) years or older										
4 DOT accredited hotel	3.00%	100	DOT accredited										
		0	Not DOT accredited										
5. International standards of excellence practice: OHSAS	2.00%	100	Compliant with international standards of excellence practice: OHSAS										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
18001:2007 or ISO or equivalent			18001:2007 or ISO or equivalent										
		0	Non-compliant with international standards of excellence practice: OHSAS 18001:2007 or ISO or equivalent										
6. With at least three (3) Certificates of Satisfactory Service Ratings (CSSRs) or evaluation/feedback from previous government or private clients	4.00%	100	With at least three (3) Certificates of Satisfactory Service Rating (CSSRs) or evaluation/feedback from previous government or private clients										
		50	With less than three (3) Certificates of Satisfactory Service Rating (CSSRs) or evaluation/feedback from previous government or private clients										
		0	No documents submitted										
7.Preferably with experience in hosting international or local meetings or conferences	3.00%	100	Has previous experience in hosting international or local meetings or conferences										
		0	No previous experience in hosting international or local meetings										

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
8. With closed circuit TV cameras in strategic locations and security personnel	2.00%	100	Has CCTV cameras in strategic locations and security personnel										
		0	Has no CCTV cameras in strategic locations and security personnel										
III. Meeting Package (35%)													
a. Space requirements of Main Conference Hall	10.00%	100	Can meet all the following requirements for the Main Conference Hall: • Fully air-conditioned conference hall that can comfortably accommodate about two hundred fifty (250 pax) in a banquet round table setup with ample space between participants for comfort • Has a ceiling height of at least six (6) to eight (8) meters, • Can accommodate a stage setup of at least 12ft x 24ft x 2ft and provision of LED walls • Can provide minimum of										

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
			four (4) wireless microphones for speakers, moderators, and host • Can provide additional four (4) microphones with stands strategically positioned across the quadrants of the hall to facilitate audience interaction during the question-and-answer segment • Can provide ample amount of writing materials: whiteboard/flip chart, markers, erasers • Can provide at least two (2) motorized projector and screens • Can provide unlimited and uninterrupted wireless internet connection that can accommodate around two hundred fifty (250) pax • Can provide free electrical access and sufficient supply of extension wires for guests and organizers										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
			• Can provide dedicated AV tech specialist on site										
		0	Failed to meet all the specified requirements for the Main Conference Hall										
b. Space requirements of Banquet Area for Lunch	5.00%	100	Air-conditioned banquet room that can accommodate at least two hundred fifty (250) pax, this area may either be the same as the Main Conference Hall or a separate area located on the same or nearby floor										
		0	Air-conditioned banquet room cannot accommodate at least two hundred fifty (250) pax, this area may either be the same as the Main Conference Hall or a separate area located on the same or nearby floor										
c. Space requirements for Secretariat Room	5.00%	100	Can meet all the following requirements for the Secretariat Room: • Fully air-conditioned										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
			conference/function room that can accommodate at least twenty (20) pax in either classroom or u-shaped setup • With provision of tables and chairs • With electrical access for charging and ample extension wires • With provision of unlimited and uninterrupted wireless internet connection • Within the same floor as the Main Conference Hall • With provision of writing materials: whiteboard/flip charts, markers, erasers • Provision of one (1) free-flowing coffee/tea/water station setup										
		0	Failed to meet all the specified requirements for the Secretariat Room										

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
d. Space for Foyer Area	5.00%	100	Can meet all the following requirements for the Foyer Area: • Can comfortably accommodate the setup of conference registration booths and photo wall, for simultaneous arrival and exclusive use of at least two hundred fifty (250) participants • Fully air-conditioned foyer area, with provision of cooling fans, as needed • Within the same floor as the Main Conference Hall and Secretariat Room • With electrical access for charging and ample extension wires • With provision of unlimited and uninterrupted wireless internet connection										
		0	Failed to meet all the specified requirements for the Foyer Area										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
2. Provision of food services requirements as stated in TOR	10.00%	100	All meal requirements for 250 pax can be fulfilled **For the Forum Proper**: • Set up of free-flowing coffee, tea, and water throughout the function for the main conference hall (2 setups), , and secretariat room (1 setup) • With two (2) snack items for AM and PM snacks • Buffet lunch with soup, salad bar, at least three (3) multiple live stations: Asian, Western, and a dessert bar that will be served in a same or separate area within the same or nearby floor as the Main Conference Hall, • Main courses should include at least three (3) Halal-friendly options, with at least one (1) round of chilled juices during snacks and free flowing/unlimited drinks for lunch,										

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
			• With food labels containing ingredients and allergy information, **For the Hors d'œuvre:** • With at least three (3) varieties of canape with at least one (1) Halal-friendly option • With at least two (2) choices of beverages for two (2) hours • With food labels containing ingredients and allergy information **For the Closing Ceremony/Fellowship Night:** • Buffet dinner (international variety) with assorted appetizers, at least two (2) canapes, soup, bread, at least four (4) main courses with at least two (2) Halal-friendly options, rice, pasta and three (3) desserts										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
			• With assorted beverages for five (5) hours • With food labels containing ingredients and allergy information										
		0	Failed to meet all the food requirements for the Forum Proper, Hors d' oeuvre, and Closing Ceremony/Fellowship Night										
IV. Room Accommodation (15%)													
a. Room arrangement (room occupancy requirements)	5.00%	100	Offered all room arrangement requirements stated in the TOR										
		0	Unable to offer all room arrangement requirements										
b. Space requirements	5.00%	100	All room type is more than thirty (30) to forty (40) sqm										
		0	Room type is below thirty (30) to forty (40) sqm										
c. Inclusions (free internet connection, complimentary buffet breakfast, free access to hotel amenities	5.00%	100	Provision of all inclusions as specified in the TOR										
		50	Provision of some inclusions as specified in the TOR										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
		0	No provision of the inclusions as specified in the TOR										
V. Other Requirements (10%)													
a) Dedicated unlimited and uninterrupted wired/LAN and wireless internet connection for the tech and secretariat (100mbps) b) Same corporate rates given to PCC shall be	10.00%	100	Can provide all the requirements as stated in the TOR										

RATING FACTOR	WEIGHT (%)	RATING SCALE		END-USER		TWG 1		TWG 2		TWG 3		TWG 4	
		RATING	DESCRIPTION	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score	Score	Wtd. Score
extended to attendees of the event depending on availability. c) Provision of complimentary car passes for at least ten (10%) of the total number of participants and a flat rate for the rest of the participants d) Free, unlimited and uninterrupted with internet connection in all areas and throughout the event e) Provision of sufficient extension cords for use of participants without additional charge f) Use of electric outlets for electronic/ digital devices with no additional charges at the Main Conference Hall, Foyer Area, and Secretariat Room		0	Cannot provide all the requirements as stated in the TOR										

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

RATING FACTOR	WEIGHT (%)	END-USER	TWG 1	TWG 2	TWG 3	TWG 4	GRAND TOTAL WTD SCORE
Availability and Suitability of Function Rooms	10.00%						
General Requirements	30.00%						
Meeting Package	35.00%						
Room Accommodation	15.00%						
Other Requirements	10.00%						
	100.00%					TOTAL SCORE:	

SUBJECT: **Provision of Venue including Food and Accommodation for the 2026 Manila Forum on Competition in Developing Countries**

Annex D. Price Schedule

PRICE SCHEDULE

Item no.	Milestones / Deliverables		% of Total Contract Price and Payment Schedule	Amount (Philippine Peso)
	Deliverables	Timeline		
1	Submission and PCC's acceptance of the Event Order Agreement	Within fifteen (15) business days from the issuance of Notice to Proceed	50% Within fifteen (15) business days from the acceptance of Event Order Agreement	PhP _____
2	Issuance of the following: a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service (CSS) issued by the end-user	Within seven (7) business days after issuance of the billing statement and submission of complete documentary requirements from the end user	50% Within fifteen (15) business days from issuance of billing statement and CSS	PhP _____
TOTAL			**100%**	**PhP** _____