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

REQUEST FOR PROPOSAL

Provision of Venue including Food and Accommodation for the conduct of the Multisectoral Forum on the National Competition Policy and the Competition Advocacy Pledge in Davao City

P.R. No./Date Received: **2025-07-0115 / 15 July 2025** RFQ/P No. / Date: **2025-07-0111 / 15 July 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 Proposal:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Signed Request for Proposal
- Signed 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 ***procurement@phcc.gov.ph*** or (assigned PBAC Sec email ***iffuna@phcc.gov.ph)*** on or before **29 July 2025, 05:00 PM** 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.**

:evised Implementing Rules and Regulations of RA 9184

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item	QTY	Unit	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	Lot	₱ 296,000.00	Provision of Venue including Food and Accommodation for the conduct of the Multisectoral Forum on the National Competition Policy and the Competition Advocacy Pledge in Davao City	
				(Please see attached Technical Speficiations)	
Total ABC			**₱ 296,000.00**	**TOTAL Amount:**	
Delivery Instructions:				*(Please see attached Technical Speficiations)*	

*(Please provide **complete** information below)*

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

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

Provision of Venue including Food and Accommodation relative to the conduct of the Multisectoral Forum on the National Competition Policy and the Competition Advocacy Pledge in Davao City

I. Rationale/Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement the National Competition Policy (NCP) and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA). As part of PCC's advocacy and capacity-building initiatives that aim to educate and capacitate relevant stakeholders and the public about competition law and policy, the PCC will conduct the Multisectoral Forum (MSF) on the National Competition Policy (NCP) and the Competition Advocacy Pledge (CAP) on 06-08 August 2025 in Davao City. The MSF is a follow-through activity in areas where the PCC has conducted orientation seminars on the PCA and seeks to deepen appreciation and understanding of CLP among stakeholders, identify competition-related issues faced by stakeholders, and develop mechanisms for improving interface between stakeholders and the PCC.

An external service provider shall be contracted to provide the venue with food during the event and accommodation for the PCC staff and the Mindanao State University CLAN Team members.

II. Participants

The activity will gather ninety (90) participants, including representatives from regional line agencies, local government units (LGUs), trade associations and business groups based in Region XI, the Mindanao State University CLAN Team members, and PCC staff.

III. Scope of Works and Specifications

A venue with the following technical specifications taking into consideration the rating factors for lease of venue under Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184:

A. Availability

- Venue, meeting package and accommodation must be available on **06-08 August 2025 (detailed requirements per day specified below)**

B. Location and site condition

- Located within Davao City's business and commercial district
- With at least 3-star rating or equivalent
- Provision of parking space for at least 10% of total number of pax
- Accessible to different modes of public land transportation
- Accessible to police and fire stations, restaurants, banks and postal office
- Must have sanitation and health license/permit

C. Facilities

- Must be a Department of Tourism (DOT)-accredited establishment
- Well maintained building/resort facilities such as but not limited to water supply and toilet, well-ventilated function rooms, lighting system, fire escape, firefighting equipment, internet and telecommunications, and audio-visual equipment
- Building and facilities must not be more than fifteen (15) years from the date of establishment
- Security: With CCTV facilities and visible security personnel
- PWD-friendly facilities

D. Conference/Function Room and Breakout Room

1. Main Conference/Function Room

- Air-conditioned conference/function room with the following specifications and/or requirements:
  - Function room availability: **07 August 2025 (8:00 AM – 5:00 PM)**
  - Allowance for ingress of at least fourteen (14) hours before the event and egress of two (2) hours after the event
  - Can accommodate **ninety** (**90) pax in crescent/half-rounds setup; 8 pax to a table (with provision for at least 10% buffer)**
  - Registration table and event signages
  - Provision of sound/audio system
  - Provision of LCD projector and two (2) widescreens with splitter
  - Complimentary unlimited, high-speed, wireless internet connection
  - Provision of pads and pencils
  - Provision of at least 4 wireless microphones
  - Use of conference room electrical outlets and provision of extension cords with no additional charge

2. Breakout Room

- Air-conditioned conference/function room with the following specifications and/or requirements:
  - Function room availability: **07 August 2025 (1:00 – 5:00 PM)**
  - Allowance for ingress of at least fourteen (14) hours before the event and egress of one (1) hour after the event

- Can accommodate **thirty (30) pax in classroom/boardroom or crescent/half-rounds setup (with provision for at least 10% buffer)**

E. Food Services Requirements (07 August 2025)

- Free-flowing coffee and tea, with provision for drinking water station, throughout the function
- Provision of mints/candies during the function
- AM Snacks, Buffet Lunch, PM Snacks for a **guaranteed number of 90 pax (with provision for at least 10% buffer)**

MEAL	SETUP
AM Snacks	Plated
Lunch	Buffet shall include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken, beef), rice, pasta, dessert and fresh fruits
PM Snacks	Plated

- Drinks: One (1) round of iced tea or lemonade during lunch and snacks

F. Room Accommodation Requirements

- Availability of air-conditioned rooms with the following details:

Check-in Date	Check-out Date	Room Type	Number of Room(s)	Number of Occupant
06 August	08 August	Single Occupancy (at least queen-size bed)	1	1 pax per room
		Twin Sharing (two separate beds)	6	2 pax per room

- Specifications:
  - Size: At least twenty (20) square meters
  - Flexible/early check-in time
  - Free unlimited, high-speed, wireless internet connection
  - Free use of towels, soap, shampoo, and other bath toiletries/amenities
  - With free one (1) bottled drinking water per occupant everyday
  - Free use of hotel facilities
  - Complimentary breakfast for all registered occupants

G. Previous government client

- At least one (1) previous client in public/government sector aside from PCC.

IV. Information Security and Non-Disclosure Agreement

To ensure the Philippine Competition Commission (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 (if applicable)

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 processing.

V. Approved Budget for the Contract (ABC)

The ABC is computed at **Two Hundred Ninety-Six Thousand Pesos (PhP 296,000.00)** for the number of participants, room accommodation and other terms guaranteed in these Technical Specifications, and for all applicable government taxes and service charges. In case of additional participants, the cost per participant will be charged accordingly based on the same per person rate. However, the total additional cost shall not exceed ten percent (10%) of the original contract price in accordance with Annex “D” of the Revised IRR of R.A. 9184.

VI. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Annex H of the Revised IRR of RA 9184. The bid is determined to be responsive if it is equal or higher than the hurdle rate of 80%. In addition, the service provider

should attach to its bid proposal a filled-out form in Annex A of these Technical Specifications, and pertinent documents as proof/means of verification.

VII. Mode of Procurement

The mode of procurement shall be under Negotiated Procurement-Lease of Real Property and Venue which covers provision of food, venue, accommodation, and other facilities, provided under the Revised IRR of RA 9184.

VIII. Payment Scheme

Full payment of the contract shall be paid within 15 business days after the issuance of the following:

a. Billing invoice by the Service Provider; and
b. Certificate of Satisfactory Service issued by PCC

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

Payment shall be released and claimed within the PCC premises or be credited to the provider's bank account, net of applicable transfer charges.

IX. Rebooking and Refund Policy

Must have free rebooking and/or refund policies relative to travel restrictions based on resolutions and pronouncements made by any relevant national government agencies or concerned local government units.

Reservation dates can also be amended within three (3) months from the original dates in the event of any of the following inevitable circumstances and emergency cases prior to the arrival at the venue:

- Fortuitous events (e.g., natural disasters)
- Sickness and other medical emergencies

X. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PCC reserves the right to rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

XI. Dispute Agreement/Resolution

In the matter of dispute, 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 Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

[redacted]

ANNE VICTORIA L. ALCALA
Competition Policy Research Officer III,
PCC-CKMO

Date: July 17, 2025

Approved by:

for: [redacted]

FERDINAND L. PAGUIA
Acting Director IV, PCC-CKMO

Date: July 17, 2025

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A (Please fill out this sheet and attach requested documents)

Particulars	NAME OF SERVICE PROVIDER: _____	
	Availability (Mark with "X")	**Remarks**
1. Availability		
Venue, meeting package and accommodation must be available from 06-08 August 2025		
2. Location and Site Condition		
- Located within Davao City's business and commercial district		
- At least 3-star hotel or equivalent		
- Provision of parking space for at least 10% of total number of pax		
- Accessible to different modes of public land transportation		
- Accessible to police and fire stations, restaurants, banks and postal office		
- Must have sanitation and health license/permit		
3. Facilities		
- Must be a Department of Tourism (DOT)-accredited establishment ***(attach certification or proof of inclusion in the DOT website list)***		
- Establishment is fifteen (15) years old and below		
- Well maintained building/resort facilities such as: water supply and toilet; well-ventilated function rooms; lighting system; fire escape; firefighting equipment; internet and telecommunications; audio visual equipment		
- Security: With CCTV facilities and visible security personnel		
- PWD-friendly facilities		
4. Main Conference/Function Room		
- Air-conditioned conference/function room available on: 7 August 2025 (8:00 AM – 5:00 PM)		
- Allowance for ingress of at least fourteen (14) hours before the event and egress of two (2) hours after the event		
- Can accommodate 90 pax in crescent/half-rounds setup; 8 pax to a table (with provision for at least 10% buffer)		
- Registration table and event signages		
- Provision of sound/audio system		
- Provision of LCD projector and two (2) widescreens with splitter		
- Complimentary unlimited, high-speed, wireless internet connection		
- Provision of pads and pencils		
- Provision of at least 4 wireless microphones		

Particulars	NAME OF SERVICE PROVIDER: _____	
	Availability (Mark with "X")	**Remarks**
- Use of conference room electrical outlets and provisions of extension cords with no additional charges		
5. Breakout Room		
- Air-conditioned function room available on 07 August 2025 (1:00 – 5:00 PM)		
- Allowance for ingress of at least fourteen (14) hours before the event and egress of one (1) hour after the event		
- Can accommodate thirty (30) pax in classroom/boardroom or crescent/half-rounds setup (with provision for at least 10% buffer)		
6. Food Services Requirement *(attach menu)*		
- Free flowing coffee and tea, with provision for drinking water station, throughout the function		
- Provision of mints/candies during the function		
- Plated AM snacks, buffet lunch (inclusions as specified above), plated PM snacks for guaranteed number of 90 pax (with provision for at least 10% buffer)		
- Drinks: One (1) round of iced tea or lemonade during lunch and snacks		
7. Room Accommodation Requirements		
- Availability of room requirement as specified above		
- Room size: at least 20 square meters		
- Flexible/early check-in time		
- Free unlimited, high-speed, wireless internet connection		
- Free use of towels, soap, shampoo, and other bath toiletries/amenities		
- Free use of hotel facilities		
- With free one (1) bottled drinking water per occupant every day		
- Complimentary breakfast for all registered occupants		
8. With at least one (1) previous government client aside from PCC *(list name of government agency)*		
9. Payment Scheme Full payment of the contract shall be paid within 15 business days after the issuance of the following: a. Billing invoice by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC. The billing invoice must be provided by the Service Provider within **7 business days** upon conclusion of event.		

Particulars	**NAME OF SERVICE PROVIDER:** _____	
	Availability (Mark with "X")	**Remarks**
FINANCIAL PROPOSAL The ABC is computed at **Two Hundred Ninety-Six Thousand Pesos (PhP 296,000.00)** for the number of participants guaranteed in these Technical Specifications, inclusive of all applicable government taxes and service charges. In case of having additional participants, cost per participant will be charged accordingly based on the same per person rate. However, the total additional cost shall not exceed ten percent (10%) of the original contract price in accordance with Annex "D" of the Revised IRR of R.A. 9184.		

Note: Please submit/attach soft copies of pertinent documents as proof/means of verification.

Conforme:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Company

_____

Date