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 relative to the Conduct of the Local PCA Orientation under the Competition Local Advocacy Network (CLAN) Year 2 in General Santos City

P.R. No./Date Received: **2025-06-0102 / 25 June 2025** RFQ/P No. / Date: **2025-07-0102/ 09 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 ***mhjavier@phcc.gov.ph*** on or before **17 July 2025, 1:00 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 procuement is on a lot basis.**
11. This procurement adopts Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

Very truly yours,

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item	QTY	ABC	Project Title	Unit Cost	Total Amount
				(To be filled-up by the supplier)	
1	1	₱ 129,000.00	Provision of Venue including Food and Accommodation relative to the Conduct of the Local PCA Orientation under the Competition Local Advocacy Network (CLAN) Year 2 in General Santos City		
			(Please see attached Tecnical Specifications)		
Total Lot ABC		**₱ 129,000.00**	**TOTAL Amount (Per Lot Purchase):**		
Delivery Instructions:			*(Please see attached Tecnical Specifications)*		

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

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

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

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/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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TECHNICAL SPECIFICATIONS

Provision of Venue including Food and Accommodation relative to the conduct of the Local PCA Orientation under the Competition Local Advocacy Network (CLAN) Year 2 in General Santos 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 Local Orientation on the PCA and NCP under the Competition Local Advocacy Network (CLAN) project, one of three initiatives under the Champions of Competition (COC) Program. The CLAN project seeks to engage state universities and colleges (SUCs) and develop them into capacity building institutions for competition. Now on its second year of implementation, the CLAN project will once again conduct orientations on the NCP, PCA and CAP in key regional centers around the country, reaching out to targeted local stakeholders.

An external service provider shall be contracted to provide the venue with food during the event, and accommodation for selected PCC staff.

II. Participants

The activity will gather 85 participants, including representatives from regional line agencies, local government units (LGUs), trade associations and business groups based in Region XII (SOCCKSARGEN region), together with selected PCC staff.

III. Scope of Work 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 13-15 August 2025 (detailed requirements per day specified below).

B. Location and site condition

- Located within General Santos' business and commercial district
- With at least a 3-star rating or its equivalent
- Provision of well-secured parking space for at least 20% of total number of pax
- Accessible to all modes of public transportation

- Accessible to all the following: 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 escapes, firefighting equipment, internet and telecommunications, and audio-visual equipment.
- Building and facilities must not be more than fifteen (15) years old from the date of establishment.
- Security: With CCTV facilities and visible security personnel.
- PWD-friendly facilities.

D. Conference/Function Room

- Air-conditioned conference/function room with the following specifications and/or requirements:
  - Function room availability: **14 August 2025 (8:00 AM – 5:00 PM)**
  - Allowance for ingress of at least two (2) hours before the event and egress of two (2) hours after the event
  - Can accommodate **eighty-five (85) pax in crescent/half-rounds setup; 7 pax to a table (with provision for at least 10% buffer)**
  - Registration table and event signages
  - Provision of sound/audio system
  - Provision of two (2) LCD projectors and screens with splitter
  - Free unlimited Wi-Fi internet connection
  - Provision of whiteboard with markers and erasers/flipchart paper, 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

E. Secretariat Room

- Can provide one (1) room for waiting area of the resource speakers and will serve as the dining area for the VIPs and resource speakers
- Can accommodate 15 pax in crescent/half-rounds or classroom/boardroom setup
- Secretariat Room is located on the same floor with the conference room

F. Food Services Requirements (14 August 2025)

- Free-flowing coffee and tea, with provision for water station, throughout the function
- Provision of mints/candies during the function
- AM Snacks, Buffet Lunch, PM Snacks for a **guaranteed number of 85 pax (with provision for at least 10% buffer)**

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

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

G. Room Accommodation Requirements

- Availability of air-conditioned rooms for a total of eight (8) pax with the following details:

Check-in Date	Check-out Date	Room Type	Number of Room(s)	Number of Occupant/s
13 August 2025	15 August 2025	Single Occupancy (at least queen-size bed)	4	1 pax per room
		Twin Sharing (two separate beds)	2	2 pax per room

- Specifications:
  - Size: At least 25 square meters
  - Flexible/early check-in time
  - Free unlimited and reliable high-speed Wi-Fi internet connection
  - Free use of towel, soap, shampoo, and other bath toiletries/amenities
  - With free bottled drinking water everyday
  - Free use of hotel facilities
  - Complimentary breakfast for all registered occupants

H. Previous government clients

- At least one (1) previous client in public/government sector

IV. Information Security Management System

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)
- Project Risk Management Plan (if applicable)

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

V. Approved Budget for the Contract (ABC)

The ABC is computed at **One Hundred Twenty-Nine Thousand Pesos (PhP 129,000.00)** for the number of participants and room accommodation guaranteed in this TOR, and for all applicable government taxes and service charges. In case of 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.

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 to or higher than the hurdle rate of 80%. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this TOR, and pertinent documents as proof/means of verification.

VII. Mode of Procurement

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

VIII. Payment Scheme

Full payment of the contract shall be made 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.

Billing Invoice must be provided by the Service Provider within seven (7) calendar 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 six (6) months from the original dates in the event of any of the following inevitable circumstances and emergency cases at least three (3) days 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 of one percent (0.001) 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 for 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 in the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:

[redacted]

FERDINAND L. PAGUIA

Acting Director IV, PCC-CKMO

Date:

30 June 2025

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	**Remarks**
1. Availability		
Venue, meeting package and accommodation must be available from **13-15 August 2025**		
2. Location and Site Condition		
- Located within General Santos City business and commercial district		
- At least a 3-star hotel or equivalent		
- Provision of well-secured parking space for at least 20% of total number of pax		
- Accessible to all modes of public transportation		
- Must have sanitation and health license/permit		
3. Facilities		
- Must be a Department of Tourism (DOT)-accredited hotel (Attach certification or inclusion in the DOT list)		
- Establishment is 15 years old and below		
- Well maintained building/resort facilities such as water supply and toilet; well-ventilated function rooms; lighting system; fire escapes; firefighting equipment; internet and telecommunications; audio visual equipment		
- Security: With CCTV facilities and visible security personnel		
- PWD-friendly facilities		
4. Conference/Function Rooms (attach photo)		
- Air-conditioned conference/function room available on: **14 August 2025 (8:00 AM – 5:00 PM)**		
- Allowance for ingress of at least 2 hours before the event and egress of 2 hours after the event		
- Registration table and event signages		
- Can accommodate 85 pax in **crescent/half-rounds setup; 7 pax to a table** (with provision for at least 10% buffer)		
- Provision of sound/audio system		
- Provision of two (2) widescreens and LCD projectors with splitter		
- Free unlimited Wi-Fi internet connection		
- Provision of whiteboard with markers and erasers/flipchart paper, pads and pencils		
- Provision of at least 4 wireless microphones		
- Use of conference room electrical outlets and provisions of extension cords with no additional charges		

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	**Remarks**
5. Secretariat Room		
- Can provide one (1) room for waiting area of the resource speakers and will serve as the dining area for the VIPs and resource speakers		
- Can accommodate 15 pax in crescent/half-rounds or classroom/boardroom setup		
6. Food Services Requirement (attach menu)		
- Free flowing coffee and tea, with provision for water station, throughout the function		
- Provision of mints/candies during the function		
- AM Snacks, Buffet Lunch (inclusions as specified above), PM Snacks for guaranteed number of 85 pax (with provision for at least 10% buffer)		
- Drinks: One 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 25 square meters		
- Flexible/early check-in time		
- Free unlimited and reliable high-speed Wi-Fi internet connection		
- Free use of towel, soap, shampoo, and other bath toiletries/amenities		
- Free use of hotel facilities		
- With free bottled drinking water every day		
- Complimentary breakfast for all registered occupants		
8. With at least 1 previous government client		
9. Payment Scheme Full payment of the contract shall be made 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. Billing Invoice must be provided by the Service Provider within **7 business days** upon conclusion of the event.		
FINANCIAL PROPOSAL The ABC is computed at **One Hundred Twenty-Nine Thousand Pesos (PhP 129,000.00)** for the number of participants guaranteed in this TOR inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly based on the same per person rate provided that the total additional cost shall not exceed ten		

Particulars	**NAME OF HOTEL**	
	Availability (Mark with "X")	**Remarks**
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 and Company

_____

Date