PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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

# REQUEST FOR PROPOSAL

## *Procurement of Training Collaterals for the Conduct of various Projects of the Mergers and Acquisitions for FY 2026*

P.R. No./Date Received: **2026-03-0063 / 18 March 2026** RFQ/P No. / Date: **2026-04-0051 / 21 April 2026**

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 Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- 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 **27 April 2026, 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 Technical Working Group 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 12009: Section 71.1.4 - Liquidated Damages and Section 98 - 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 70 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Technical Specifications
10. Please note that the award of the procurement is on a **per lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

Very truly yours,

[redacted]

**ATTY. JOSEPH MELVIN B. BASAS**
PBAC Chairperson [redacted]

| Item | QTY | ABC Unit Cost | ABC Total Cost | Project Title | Unit Cost | Total Amount |
|---|---|---|---|---|---|---|
| | | | | | (To be filled-up by the supplier) | |
| 1 | 150 | ₱282,000.00 | ₱ 282,000.00 | Procurement of Training Collaterals for the Conduct of various Projects of the Mergers and Acquisitions for FY 2026<br>Training Kits<br>1. Zippered Canvas Tote Bags<br>2. Metal Pens<br>3. Hardbound Notebooks<br>4. Lanyard with ID Holder<br>5. Stainless Steel Coffee Tumblers<br>6. Power brick/Extension Wires with USB Type B and C socket | | |
| | | | | *(Please see attached Technical Specifications)* | | |
| **Total Lot ABC** | | | **₱ 282,000.00** | **TOTAL Amount (Per Lot Purchase):** | | |
| **Delivery Instructions:** | | | | *(Please see attached Technical Specifications)* | | |

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

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

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

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

## PROCUREMENT OF TRAINING COLLATERALS FOR THE CONDUCT OF VARIOUS PROJECTS OF THE MERGERS AND ACQUISITIONS OFFICE FOR FY 2026

## I. Scope of Work

The Mergers and Acquisitions Office ("MAO") will engage a service provider that can customize, print, and assemble One Hundred Fifty (150) Training Kits that will be used in the conduct of various MAO Activities for FY 2026. The MAO shall provide the layouts for the customized items.

## II. Terms/Delivery Schedule

The provider shall adhere to the following delivery schedule:

| Description | Quantity | Terms / Delivery Schedule |
|---|---|---|
| 1. Submission of Sample Training Kit (photos, videos, or physical samples) from previously completed government or private contracts | 1 | To be submitted together with the Request for Quotation ("RFQ") within the deadline set by the Bids and Awards Committee Secretariat. |
| 2. Submission of Mock-up Training Kit | 1 set | Within three (3) calendar days upon receipt of the final layout from the End-user. |
| 3. Delivery of Training Kits | 150 sets | Within ten (10) calendar days after the approval of the mock-ups. |

## III. Specifications and Sample Items

Each Training Kit must contain:

- 1 Canvas Tote Bag
- 1 Metal Pen
- 1 Hardbound Notebook
- 1 Lanyard with ID Holder
- 1 Stainless Steel Coffee Tumbler Cup with Straw
- 1 Power Brick/Extension Wires with USB Type B and C socket

| ITEM SPECIFICATIONS | SAMPLE ITEM |
|---|---|
| **1. Zippered Canvas Tote Bag**<br><br>• Quantity: 150 pcs<br>• Size: 100 pcs L= 32cm, W= 13 cm, H=21cm<br>• Material: Canvas<br>• Color: Black or Navy Blue<br>• Print: 1 side, Direct to Film/silkscreen | |
| **2. Metal Pen**<br><br>• Quantity: 150 pcs<br>• Metal (body), rollerball (pen)<br>• Color: navy blue and silver (body), black (ink)<br>• Silkscreen/UV print, 2 inches Philippine Competition Commission (“PCC”) Logo Color: White = CMYK 0/0/0/0 or PANTONE P 1-1 U) | |
| **3. Hardbound Notebook**<br><br>• Quantity: 150 pcs<br>• Size: A5, 148 x 210mm<br>• Blue Hardcover notebook, 80 lined pages with garter and bookmark<br>• Customized debossed and UV print (Color: White = CMYK 0/0/0/0 or PANTONE P 1-1 U) | |

| | |
|---|---|
| **4. Lanyard and ID Holder**<br><br>• Quantity: 150 pcs<br>• Lanyard with side release buckle and G-hook with PCC logo on attachment<br>• Must include the plastic/silicone ID holder (85mm x 100mm)<br>• One side multi-color sublimation print with the following colors:<br><br>○ Dark Blue (CMYK 84/77/55/71 or Pantone 647 C)<br>○ Teal Blue (CMYK 57/0/25/0 or Pantone 325 C)<br>○ Blue (CMYK 82/43/7/0 or Pantone 7689 C)<br>○ White (CMYK 0/0/0/0 or Pantone P 1-1 U) | <br> |
| **5. Stainless Steel Coffee Tumbler Cup**<br><br>• Quantity: 150 pcs<br>• 600 ML<br>• Color: White, Black or Navy Blue or any color subject to approval of the end-user | |

| | |
|---|---|
| **6. Power Brick/Extension Wires with USB Type B and C socket**<br><br>• Quantity: 150 pcs<br>• With universal outlet<br>• With plugs - With at least 2 USB Type B/Type C sockets<br>• Minimum of 2-3 meters length | |
| **Note:** Final layout shall be provided by the End-user within 2 working days from the signing of the job order.<br><br>*The End-User shall be entitled to request a replacement, repair, or refund if a product is found to be defective, damaged, or does not meet promised quality. | |

## IV. Approved Budget for the Contact (ABC)

The total ABC for the procurement is **Two Hundred Eighty-Two Pesos (PhP 282,000.00)** inclusive of all applicable government taxes, fees, and service charges.

## V. Mode of Procurement

The mode of procurement shall be **Small Value Procurement** in accordance with Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009.

## VI. Payment Scheme

Payment shall be subjected to existing budget and accounting laws, rules, and regulations.

This is a send bill arrangement, and the full payment of the contract shall be paid within fifteen (15) calendar days after the issuance of the following:

- Invoice/Billing Invoice by the Service Provider;
- Fully accomplished RFQ;
- Fully accomplished Technical Specification including Annex A;
- Signed Job Order; and
- Certificate of Satisfactory Services Rendered issued by PCC.

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

## VII. Information Security and Non-Disclosure Agreement

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

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

The Notarized Non-Disclosure Agreement must be submitted after the issuance of Notice of Award or Purchase Order or Job Order.

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

## VIII. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment corresponding penalties/liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the of the contract price by the winning Service Provider for every day of delay, in addition to other damages the PCC may be entitled to. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

## IX. Dispute Agreement / Resolution

Should there be any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration in the order of application. The venue of the proceedings shall be in Quezon City.

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]

**KYLA MARIE G. DUNTON**
Legal Assistant, MAO

Approved by:

[redacted]

**LIANNE IVY P. MEDINA**
Director IV, MAO

Conforme:

**Name and Signature of Authorized Representative**

**Designation**

**Company**

**Date**