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

Procurement of Transportation Services for the Conduct of Field Mission in Region X - Northern Mindanao and CARAGA

P.R. No./Date Received: **2025-08-0137 / 22 August 2025** RFQ/P No. / Date: **2025-09-0138 / 29 August 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
- Signed Request for Proposal
- Signed Technical Specifications
- Other documents listed in the Techinical Specifications (if any)

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 **04 September 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 Technical Working Group 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 12009: Section 71 - 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]

Signed by Rommel R Oira

ROMMEL R. OIRA
PBAC Secretariat Head

Si [redacted]
Celeste Dizon

Item	QTY	ABC	Project Title	Unit Cost	Total Amount
				(To be filled-up by the supplier)	
1	1	₱ 50,000.00	Procurement of Transportation Services for the Conduct of Field Mission in Region X - Northern Mindanao and CARAGA		
			(Please see attached Tecnical Specifications)		
Total Lot ABC		**₱ 50,000.00**	**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

PROCUREMENT OF TRANSPORTATION SERVICE FOR THE CONDUCT OF FIELD MISSION IN REGION X – NORTHERN MINDANAO AND REGION XIII - CARAGA RE: M-2025-016

- 1 Unit, airconditioned van good for at least 7 passengers, preferably with headrest
- Itinerary:
  - 07 September 2025 (Sunday)
    - Surigao Airport to Accommodations in Surigao City, Surigao del Norte (11AM-5PM)
  - 08 September 2025 (Monday)
    - Travel to Ipil, Surigao (8AM-11AM)
    - Market investigation in Ipil, Surigao (11AM-3PM)
    - Travel to Accommodations in Butuan, Agusan del Norte (3PM-6PM)
  - 09 September 2025 (Tuesday)
    - Market Investigation in Butuan (8AM-6PM)
  - 10 September 2025 (Wednesday)
    - Travel to Medina (Axelum Plant), Misamis Oriental (8AM-11AM)
    - Market Investigation in Medina (Axelum Plant) (11AM-3PM)
    - Travel to Accommodations in Cagayan de Oro, Misamis Oriental (3PM-6PM)
  - 11 September 2025 (Thursday)
    - Travel to Iligan, Lanao del Norte (8AM-10AM)
    - Market Investigation in Iligan (10AM-4PM)
  - 12 September 2025 (Friday)
    - Market Investigation in Iligan (8AM-3PM)
    - Travel from Iligan, Lanao del Norte to Laguindingan Airport (3PM-6PM)
- Fuel and driver's fee c/o supplier
- Parking and toll fee (if applicable) and meals of driver c/o of supplier
- Call time is 7:30 AM sharp per day
- Driver should be on standby and on-call at the given times
- Driver to transport personnel to and from Hotel Accommodations and Airport
- Issuance of sales invoice is MANDATORY

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I. Approved Budget of the Contract

The total estimated ABC for the procurement is **Fifty Thousand Pesos (PhP 50,000.00**) only, inclusive of all applicable government taxes and service charge. In the event of additional participants, the cost per participant will be charged accordingly.

II. Payment Scheme

Full payment of the contract shall be paid within fifteen (15) working days after the issuance of the following:

- Billing Statement/Invoice issued by the Service Provider;
- Send bill arrangement; and
- Certificate of Satisfactory Service issued by PCC.

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

III. Liquidated Damages

If the Supplier fails to deliver any or all of the goods and/or perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%), the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

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

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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

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. 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.

Pr[redacted]

Romuel Miguell H. Castro
Legal Assistant, MAO

Approved by:

[redacted]

Lianne Ivy P. Medina
Director IV, MAO

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Conforme:

Name and Signature of Authorized Representative: _____

Designation: _____

Company Name: _____

Date: _____

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