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 BOOKS BY THE OFFICE OF COMMISSIONER FERDINAND M. NEGRE

P.R. No./Date Received: **2025-06-0087 / 04 June 2025** RFQ/P No. / Date: **2025-06-0080 / 09 June 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:

- Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Technical Specifications
- Signed Request for Proposal

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 ***procurementunit@phcc.gov.ph*** or zdmorales@phcc.gov.ph on or before **16 June 2025, 12:00 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 per copy basis.**
11. This project adopts the 2016 Revised Implementing Rules and Regulations of RA 9184.

Very truly yours,

ROMMEL R. [illegible]
PBAC Secretariat Head

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP) *(To be filled-out by the supplier)*	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	Copy	₱ 35,000.00	**Steinwall: Competition Law in ASEAN. 2025. ISBN: 9781035320110**		
2	1	Copy	₱ 31,690.00	**Steinwall: Competition Law in ASEAN. 2025. ISBN: 9781035320127 [e-book]**		
				(Please see attached Technical Specifications)		
Total ABC (Per Lot)			**₱ 66,690.00**	**TOTAL Amount:**		
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 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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COMMUNICATIONS AND KNOWLEDGE MANAGEMENT OFFICE

SPECIFICATIONS / IMPORTANT INSTRUCTIONS FOR BOOKS:

1. Strictly based on **International Standard Book Number (ISBN).**
2. Book binding and format should be as defined in the ISBN.
3. Books should be new and in perfect condition – no torn/missing pages and damaged covers.
4. Accompanying materials like CDs should be included/enclosed with the book.
5. Warranty: Books found with defects must be replaced with a new copy within sixty (60) days from the date of notice given by the end user.
6. The latest editions of books recommended for procurement, if there are any, can be delivered as substitutes in case of stock unavailability of requested edition/s.
7. The supplier shall return the conformed Purchase Order (PO) within three (3) working days from issuance of PCC.
8. Delivery Period:
   - Electronic format: Ten (10) working days upon signing of PO by supplier.
   - Print format: Forty-five (45) working days for indent order and fifteen (15) working days for local order upon signing of PO by supplier.

9. 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-PCCGSD 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)

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- Project Risk Management Plan (if applicable)

10. This procurement shall be subject to the salient provisions of RA 9184 - Liquidated Damages - Section 68, which states that a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed, in case of failure to make delivery within the time specified.

Prepared by:

Jonathan J. Santos
Assistant Librarian, CKMO-KMD

Noted by:

Paul Jeffrey M. Ballentos
Officer-in-Charge, CKMO-KMD

Approved by:

Ferdinand L. Paguia
Acting Director IV, CKMO

CONFORME:

_____
Name of Authorized Representative

_____
Signature of Authorized Representative

_____
Designation

_____
Date

Signature:
Email: adtenorio@phcc.gov.ph