PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722
(+632) 8771 9713

REQUEST FOR PROPOSAL

Provision of Catering Services for the Conduct of the PCC Midyear General Assembly for FY 2025

P.R. No./Date Received: **2025-07-0120 / 23 July 2025** RFQ/P No. / Date: **2025-08-0127 / 11 Aug. 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
- Notarized Omnibus Sworn Statement
- Signed Request for Quotation
- 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 ***mrfajutnao@phcc.gov.ph*** on or before **18 August 2025, 10:00AM** 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 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. The award of the procurement is on a **per lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

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ATTY
PBAC Chairperson

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Item	QTY	Unit	Total ABC	Item/Description	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	Lot	₱ 262,000.00	Provision of Catering Services for the Conduct of the PCC Midyear General Assembly for FY 2025	
				(Please see attached Technical Specifications)	
Total ABC			**₱ 262,000.00**	**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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DETAILED TECHNICAL SPECIFICATIONS

PROVISION OF CATERING SERVICES FOR THE CONDUCT OF THE PCC MIDYEAR GENERAL ASSEMBLY FOR FY 2025

I. Background and Objective

The Philippine Competition Commission (PCC) shall conduct the FY 2025 PCC Midyear General Assembly (GA) in the 4th week of August 2025.

In line with this, the PCC shall engage a service provider to provide catering services for the said activity.

II. Participants and Final Date of GA

The GA shall be attended by around three hundred fifteen (315) PCC personnel on the date to be discussed with and finalized by the end-user with the winning bidder.

III. Requirements

Catering Service

Menu (minimum requirement) and Serving Schedule:

Meal	Serving Schedule	Menu
AM snack	10:00 AM	Pasta with fish/chicken fillet, and drinks
Buffet Lunch	12:00 NN	Three (3) main course (beef/chicken/pork), vegetable, fruit, soup, steamed rice, drinks
PM Snacks	3:00 PM	Clubhouse sandwich, chips/fries, and drinks
Free-flowing juice for the entire duration of the event.		

The final menu and final time schedule of ingress and egress shall be coordinated by the End-User with the winning bidder.

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IV. Scope of Work

1. Provide dressed chairs and round tables with the total number and design of the chairs and tables to be discussed with the winning bidder;
2. Meals should be presented in a skirted two-way managed buffet set-up with uniformed servers;
3. Must keep the two-way managed buffet set-up clean, presentable, and well-managed at all times;
4. Menu choice to be provided to End-User within five (5) calendar days upon receipt of the conformed of the Purchase Order;
5. Food should be in good quality upon serving with clean utensils;
6. Provide at least four (4) uniformed servers to assist in the meal distribution and one (1) coordinator;
7. Provide decorations and materials fitting for the event theme. Final decoration and materials to be discussed with the winning bidder;
8. Ingress before the event and egress immediately after the event; and
9. Provision of 10% meal buffer.

V. Rebooking and Refund Policy

In the event of a declared state of emergency, suspension of activities by the procuring entity, announcement of suspension of work by competent authorities, or in the occurrence of a force majeure event (i.e. natural disaster), the End-User may reschedule the contract within the year, subject to the availability of the Provider, through a notice by the End-User within 3 days before the scheduled date of the activity.

VI. Proportionate Adjustment on Payment Policy

In case of non-attendance of some participants, proportionate adjustments should also be made from the resulting amount as computed on a per person basis, provided that the ENTITY has properly notified the SUPPLIER/SERVICE PROVIDER at least one (1) week before the conduct of the actual activity.

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 following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement

VIII. Approved Budget for the Contract (ABC)

The ABC is **Two Hundred Sixty-Two Thousand Pesos (Php262,000.00)** inclusive of all applicable overhead cost, government taxes, and service charges. In case of additional PCC personnel, cost per personnel will be charged accordingly based on the same per person rate. However, the total additional cost shall not exceed 10% of the original contract price in accordance with Section 71 of the IRR of R.A.12009.

IX. Mode of Procurement

The mode of procurement shall be Small Value Procurement under Section 34 of the IRR of RA 12009.

X. Payment Scheme

Full payment of the contract shall be within fifteen (15) business days upon completion of the supporting documents including the issuance of the following:

a. Invoice by the Service Provider; and
b. Certificate of Satisfactory Service Rendered issued by PCC.

Billing statement must be provided by the Service Provider within seven (7) days 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.

XI. Liquidated Damages

In accordance with Section 71.1.4 of the IRR of RA 12009 states that if the Service Provider fails to comply with the Terms and Conditions of the contract within the period specified, the PCC 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 unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. Dispute Agreement/Resolution

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:

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CAO, AO-HCMD
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Approved by:

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JESON Q. DE LA TORRE
Director IV, AO

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date