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
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REQUEST FOR PROPOSAL

Provision of Catering Services for the Conduct of FY 2025 PCC Year-End Assessment

P.R. No./Date Received: **2025-10-0179 / 30 October 2025** RFQ/P No. / Date: **2025-11-0195 / 20 Nov. 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 Tax Return
- Notarized Omnibus Sworn Statement and Secretary's Certificate
- Signed Request for Proposal
- Signed Detailed 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 ***mrfalutnao@phcc.gov.ph*** on or before **25 November 2025, 2:00PM** 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.

Very truly yours,

[confidential]

Signed by: Joseph Melvin B. Basas

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[confidential]

Item	QTY	Unit	Total ABC	Item/Description	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	Lot	₱ 587,000.00	Provision of Catering Services for the Conduct of FY 2025 PCC Year-End Assessment	
				(Please see attached Technical Specifications)	
Total ABC			₱ 587,000.00	**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 FY 2025 PCC YEAR-END ASSESSMENT

I. Background and Objective

The Philippine Competition Commission (PCC) shall conduct the **FY 2025 PCC Year-End Assessment (YEA)** on **11 December 2025.**

This activity aims to: (i) highlight the accomplishments of the offices for FY 2025; (ii) determine the challenges/problems encountered and its possible interventions; (iii) PCC Program on Awards and Incentives for Service Excellence (PRAISE) awarding and other fitting awards for deserving personnel.

The activity highlights the PCC's commitment to fostering good working relationships and camaraderie among its officials and employees. Through initiatives such as this, the Commission seeks to promote communication and collaboration between employees and management, while strengthening the sense of belongingness within the institution.

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

II. Participants

The YEA will gather **Three Hundred (300)** PCC officials and employees.

III. Requirements

A. Menu (minimum requirement)

Within the duration of the activity, the Service Provider shall provide the following menu at the minimum:

Snack:
- Pasta with meat & pastries
- Iced Tea or Lemonade or Fruit Juice

Pica-Pica:
- Any nuts, chips and fresh fruits to be served per table during the program

Appetizer:
- Any proposed appetizer in grazing table set-up

Buffet:
- at least with 4 viands (Fish, Beef, Chicken, and Pork)
- Vegetables
- Steamed Rice
- Pasta
- Fresh Salad
- Soup
- Dessert
- Bottomless Iced Tea or Lemonade or Fruit Juice

Other:
- Free-flowing coffee and/or tea and drinking water during activity.

B. Scope of Work

1. Provision for food tasting at least 5 days before the event.
2. Menu choices shall be provided. Final selections shall be made by the YEA Committee.
3. Decoration and set-up according to the PCC YEA Theme *(to be discussed with the winning supplier)*. *See* ***(Annex B for Reference)***.
4. Ingress/set-up not later than 9:00AM.
5. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used.
6. Set up at least two (2) managed, well-arranged, and covered clean and presentable linen Buffet station.
7. Include serving of additional food to be provided by PCC, if any.
8. Set up dining tables and chairs for attendees, both well-arranged and covered clean, with center piece and presentable linen. There should be rubber soles/feet for dining tables and chairs with metal frame.
9. Must have at least eight to ten (8-10) staff/servers for each buffet station for assistance in distribution of food and drinks and one (1) coordinator.
10. Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages.
11. Provision of 10% meal buffer.
12. Ensure the cleanliness of buffet station and preparation station before leaving the event area. Proper waste segregation is strictly imposed.
13. Egress immediately after the program.

IV. 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 1 day before the scheduled date of the activity.

V. 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 End-User has properly notified the SUPPLIER/SERVICE PROVIDER **at least one (1) week before** the conduct of the actual activity.

VI. 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 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 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 System and will not form part of the submission for payment processing.

VII. Approved Budget for the Contract (ABC)

The ABC is **Five Hundred Eighty-Seven Thousand Pesos (PhP587,000.00)** inclusive of all applicable government taxes and service charges.

VIII. Mode of Procurement

The Mode of Procurement shall be Small Value Procurement as provided under Section 34 of the IRR of the Republic Act No. 12009.

IX. Payment Scheme

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

a. Sales Invoice or Statement of Account by the Catering Service Provider; and
b. Certificate of Satisfactory Service Rendered (CSSR) issued by PCC through the End-User.

Payment shall be released and collected within the PCC premises or via bank transfer to the Service Providers nominated bank account, net of applicable bank charges.

X. Liquidated Damages

If the Service Provider fails to **satisfactorily** deliver any or all of the goods and/or to perform the services within the period specified in this 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 unperformed portion for every day of delay in accordance to Section 71.1.4 of the IRR of the R.A. 12009, otherwise known as the New Government Procurement Act. In case the total sum 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.

XI. 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 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:

[confidential]

JEAN CHESKA C. SOLIVEN
Member, Procurement and Logistics
FY 2025 Year-End Assessment
Committee

Reviewed by:

[confidential]
Signed by Mark Jayson Fajutnao

MARK JAYSON R. FAJUTNAO
Lead, Procurement and Logistics
FY 2025 Year-End Assessment
Committee

Recommending Approval:

[confidential]

ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer
Human Capital Management Division

[conf

Approved by:

[confide
Signed by Allan Roy Mordeno

ALLAN ROY D. MORDENO
Acting Director IV
Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date

Annex A

COMPLIANCE SHEET

PARTICULARS	NAME OF PROVIDER	
	Compliant (Mark with "✓" or "X"	**Remarks**
I. Menu Requirements		
Snack: - Pasta with meat & pastries - Iced Tea or Lemonade or Fruit Juice Pica-Pica: - Any nuts, chips and fresh fruits to be served per table during the program Appetizer: - Any proposed appetizer in grazing table set-up Buffet: - at least with 4 viands (Fish, Beef, Chicken, and Pork) - Vegetables - Steamed Rice - Pasta - Fresh Salad - Soup - Dessert - Bottomless Iced Tea or Lemonade or Fruit Juice Other - Free-flowing coffee and/or tea and drinking water during activity.		
II. Scope of Works		
➢ Provision for food tasting at least 5 days before the event.		

➢ Menu choices shall be provided. Final selections shall be made by the YEA Committee. ➢ Decoration and set-up according to the PCC YEA Theme *(to be discussed with the winning supplier)*. *See* ***(Annex B for Reference)***. ➢ Ingress/set-up not later than 9:00AM. ➢ Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used. ➢ Set up at least two (2) managed, well-arranged, and covered clean and presentable linen Buffet station. ➢ Include serving of additional food to be provided by PCC, if any. ➢ Set up dining tables and chairs for attendees, both well-arranged and covered clean, with center piece and presentable linen. There should be rubber soles/feet for dining tables and chairs with metal frame. ➢ Must have at least eight to ten (8-10) staff/servers for each buffet station for assistance in distribution of food and drinks and one (1) coordinator. ➢ Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages. ➢ Provision of 10% meal buffer. ➢ Ensure the cleanliness of buffet station and preparation station before leaving the event area. Proper waste segregation is strictly imposed. ➢ Egress immediately after the program.		
III. Payment Scheme		

➢ Full payment of the contract shall be within fifteen (15) calendar days after the issuance of the following: a. Statement of Account (SOA) or Sales Invoice (SI) by the Service Provider (per program); and b. Certificate of Satisfactory Service Rendered (CSSR) issued by PCC through the End-User. Payment shall be released and collected within the PCC premises or via bank transfer to the Service Providers nominated bank account, net of applicable bank charges.		
IV. Financial Proposal		
➢ The ABC is **PhP587,000.00** inclusive of all applicable government taxes and service charges.	**Estimated amount per pax** **PhP** _____	
	Total Amount: **PhP** _____	

CONFORME:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Name of Company

_____

Date

ANNEX B
Theme: Pinoy Superheroes x Pinoy Fantaserye

Inspiration Design of Entrance

Inspiration of Stage Design
4 character standees:

- **Pinoy superhero standee**
- **Pinoy fantserye standee**