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 a Learning Service Provider for the 2025 PCC Livelihood Training Program

P.R. No./Date Received: **2025-08-0132 / 20 August 2025** RFQ/P No. / Date: **2025-10-0155 / 10 October 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 ***Detailed 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** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney for sole proprietorship or all members of the joint venture or giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access in GPPB -TSO website or visit this link: https://www.gppb.gov.ph/ngpa-standard-forms/
- **Signed Detailed Technical Specifications**
- **Signed Request for Proposal**
- **Other documents listed in the Detailed Technical 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 (assigned PBAC Sec email ***arrebanal@phcc.gov.ph)*** on or before **17 October 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 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 ***Detailed 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. BASA
PBAC Chairperson

Item No.	QTY	Unit	Unit Cost	Total	Project Title	Total Amount (PhP) (To be filled out by the supplier)
1	1	Lot	180,000.00	₱ 180,000.00	**Procurement of a Learning Service Provider for the 2025 PCC Livelihood Training Program**	
					(Please see attached Technical Specifications)	
Total ABC (Lot)			₱	**180,000.00**	**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 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 : _____

TÜVRheinland CERTIFIED Management System ISO 9001:2015
BAGONG PILIPINAS

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DETAILED TECHNICAL SPECIFICATIONS

PROCUREMENT OF LEARNING SERVICE PROVIDER FOR THE 2025 PCC LIVELIHOOD TRAINING PROGRAMS

I. BACKGROUND

The approved Philippine Competition Commission Office Circular No. 2020-001 (PCC Health and Wellness Program) dated 12 February 2020 serves as the main basis for implementing the agency's health and wellness initiatives and activities.

In view of this, the PCC aims to engage the services of a Learning Service Provider (LSP) that will design and conduct livelihood training courses to support skill development and income generating opportunities for PCC personnel.

This outlines PCC's requirements for the LSP who will spearhead and facilitate the conduct of Livelihood Program Training for the PCC employees.

II. OBJECTIVES

Through the conduct of the livelihood training programs, the PCC personnel shall gain new experiences and learn practical skills outside of their usual job functions.

Specifically, participants are expected to learn key concepts, approaches, requirements, processes, and useful tools applicable to the following training programs:

1. **Basic Makeup Techniques** covering areas such as but not limited to makeup fundamentals including skin preparation, day-to-night looks, product selection, and application techniques for personal and professional use.
2. **Fresh and Dried Flower Arrangement** focusing on areas such as but not limited to design principles, floral care, preservation methods, and different arrangements for personal, commercial, and business use.
3. **Managing a Coffee Shop Business with Barista Training** covering areas such as but not limited to business planning and operation, selecting beans, brewing techniques, and machine maintenance.
4. **No-Bake Dessert Making** provides hands-on instruction on areas such as but not limited to preparing simple and marketable no-bake desserts, focusing on proper measurements, presentation, storage, and cost-effective ingredients.

III. SCOPE OF WORK

TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9108652446

The LSP shall conduct four (4) of the above-mentioned training programs in October 2025 upon receipt and acceptance of the Job Order (Contract) from the LSP. The LSP shall perform the following tasks:

1. Act as the training provider/facilitator for the full duration of each training program.
2. Develop a comprehensive course design that outlines the training objectives and learning outcomes. The course design should include:
    - Lecture content
    - Key concepts and approaches
    - Relevant requirements and processes
    - Practical tools applicable to the training topics
    - Opportunities available and how to look for them
3. Select trainers that are experts in the following livelihood programs:
    - **Basic Makeup Techniques**
    - **Fresh and Dried Flower Arrangement**
    - **Managing a Coffee Shop Business with Barista Training**
    - **No-Bake Dessert Making**
4. Conduct of the above-mentioned training at the PCC office for approximately twenty-five (25) participants per livelihood program.
5. Provide all necessary materials including:
    - Training manuals/handouts
    - Individual/Group training kits for the participants, whichever is applicable with a group composed of no more than five (5) participants.
    - Digital and hard copies of all reading and training materials (especially for demonstrations and hands-on activities)
    - Individual starter kit for each participant, if applicable.
6. Coordinate with the End-User team regarding the following:
    - Venue setup for the training orientation
    - Participant registration
    - Communication of house rules
7. Ensure a smooth training flow by:
    - Encouraging active participation
    - Integrating structured learning exercises
    - Applying relevant theoretical frameworks to meet the program objectives
8. Issue certificate of completion to all participants who successfully complete the program.
9. Submit a comprehensive training report, including:
    - Proceedings of the training
    - Evaluation and feedback from participants
    - Documentation of the training program

IV. DELIVERABLES AND TIMELINES

Below is the proposed schedule for each deliverable of the project:

Timeline	Deliverable
1-2 working days, after conforme of the Job Order	Kick-off meeting of End-User and LSP for planning and scheduling in PCC and submission of module per program and copy of presentation materials.
October 2025	Tentative conduct of the program following the schedule set by PCC with the winning bidder.
Within two (2) working days after the conduct of each of the training program	Issuance of certificate of completion to the participants.
Within seven (7) working days after the last program	Submission of the comprehensive training report.

The End-User will sign-off on the completion of each deliverable.

In the event that a competent government authority issues a suspension of work announcement on the day of the conduct of the activity, or if any fortuitous event such as a natural disaster, public health emergency, or other unforeseen circumstance beyond the control of either party occurs, the training program shall be rescheduled to a mutually agreed date within the year. The Parties shall coordinate within five (5) working days from the date of the affected training to identify a new schedule. If rescheduling is not feasible due to the nature or timing of the event, both parties shall have the option to renegotiate the terms or terminate the training agreement.

V. MINIMUM QUALIFICATIONS AND REQUIREMENTS

Criteria	Minimum Qualifications	Bases
SERVICE PROVIDER		
Applicable Experience	**Years of experience:** at least three (3) years of experience/operations as training provider for livelihood programs	Company Profile
	Engagement: At least three (3) engagements/projects in the last three (3) years that involve training in livelihood programs, with at least one (1) of which were engagements with public/government sector.	List of engagements and/or Certificate of Satisfactory Service issued by previous clients

LEAD/ HEAD FACILITATOR		
Quality of Personnel	**Educational attainment:** the subject matter expert to be deployed by the LSP: at least vocational degree graduate relevant to the program	Curriculum Vitae of the subject matter expert to be deployed by the LSP.
	Years of experience: at least one (1) training attended relevant to the livelihood program to be conducted	Certificate of Participation/ Certificate of Attendance
	Engagement: with formal training on the program to be facilitated; and conducted at least two (2) training/sessions of the same program identified by PCC	Certificate/Acceptance for trainings conducted or any proof of training sessions conducted

The List of Documentary Requirements is provided in Annex A for reference and guidance.

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 Order 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 the submission for payment processing.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement is **One Hundred Eighty Thousand Pesos (PhP 180,000.00)**, inclusive of all applicable taxes, fees, and 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

The payment for the services rendered shall be made fifteen (15) days after the program's conduct. Supporting documents to be provided upon claim are as follows:

1. Statement of Account (SOA) or Sales Invoice (SI) by the Service Provider (per program); and
2. Certificate of Satisfactory Service Rendered (CSSR) issued by PCC through the End-User.

Payment shall be released and collected within the PCC premises.

X. LIQUIDATED DAMAGES

If the Learning Service Provider fails to 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 of every day of delay. Pursuant to Section 71.1.4 of the IRR of the R.A. 12009, otherwise known as the New Government Procurement Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind

the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE 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 if competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

[redacted]

Jean es a . o ven
Human Resource Management Officer I, HCMD

[redacted]

Reviewed by:

[redacted]

Antonia Lynnely L. Bautista
Chief Administrative Officer, HCMD

[redacted]

Approved by:

[redacted]

Allan Roy D. Mordeno
Acting Director IV, Administrative Office

CONFORME:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date

Annex A

LIST OF DOCUMENTARY REQUIREMENTS

Bidders are requested to submit the following documents:

PROCURING ENTITY	**PHILIPPINE COMPETITION COMMISSION**
Address	25/F Vertis North Corporate Center I, North Avenue, Quezon City
Project Name	Procurement of a Learning Service Provider for the PCC Livelihood Training Programs for FY 2025
Approved Budget for the Contract	PhP180,000.00 (inclusive of all applicable taxes, fees, and charges) Prospective bidders are requested to specify proposed rate required under this DTS. Bids above the ABC are automatically disqualified.
Documents to be Submitted (Together with the Request for Proposal Form)	• Company Profile • List of engagements and/or Certificate of Satisfactory Services Rendered (CSSR) • Curriculum vitae of the Subject Matter Expert to be deployed by the LSP. • Certificate of Completion for relevant trainings attended as facilitator. • Certificates/acceptance for trainings conducted or proof of trainings conducted Eligibility Documents: 1. Mayor's/ Business Permit 2. PhilGEPs Registration Number 3. Duly Notarized Omnibus Sworn Statement