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 QUOTATION

Production of Training Kits for the Conduct of the Mandatory Continuing Legal Education Program (MCLE) on Competition Law for FY 2025

P.R. No./Date Received: **2025-06-0086 /02 Jun 2025** RFQ/P No. / Date: **2025-06-0083 / 20 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 Quotation:

- 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 ***procurementunit@phcc.gov.ph*** or (assigned PBAC Sec email ***dbgavino@phcc.gov.ph)*** on or before **30 June 2025, 12:00 NN** 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 procurement is on **a per lot basis**.
11. This project adopts the 2016 Revised Implementing Rules and Regulations of RA 9184.

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ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item	QTY	Unit	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	Lot	₱ 188,000.00	Production of Training Kits for the Conduct of the Mandatory Continuing Legal Education Program (MCLE) on Competition Law for FY 2025 1. Canvas Tote Bags(100 pcs) 2. Metal Pens (100 pcs) 3. Hardbound Notebooks (100 pcs) 4. Lanyard with ID Holder (100 pcs) 5. Stainless Steel Coffee Tumblers (100 pcs) 6. Power brick/Extension Wires with USB Type B and C socket (100 pcs)	
				(Please see attached Technical Speficiations)	
Total ABC			**₱ 188,000.00**	**TOTAL Amount:**	
Delivery Instructions:				*(Please see attached Technical Speficiations)*	

*(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

PRODUCTION OF TRAINING KITS FOR THE CONDUCT OF THE MANDATORY CONTINUING LEGAL EDUCATION (MCLE) PROGRAM ON COMPETITION LAW FOR FY 2025

I. Scope of Work

The PCC will engage a service provider that can customize, print, and assemble **one hundred (100) training kits** that will be used in the conduct of the Mandatory Continuing Legal Education (MCLE) Program on Competition Law on the third quarter of FY 2025. The PCC will provide the layouts for the customized items.

II. Terms/Delivery Schedule

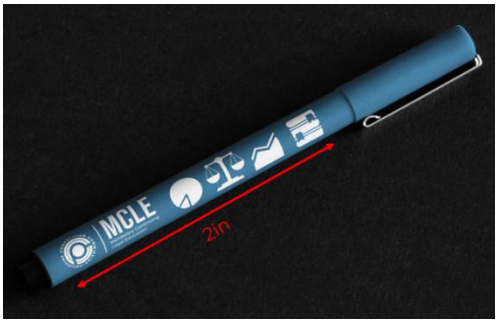
The service provider shall:

- Show/submit item samples (either via video or physical samples), together with the Request for Quotation (RFQ);
- Provide mock-up of the assembled set within three (3) calendar days upon receipt of the job order; and
- Deliver 100% quantity of the **assembled sets** within seven (7) calendar days after the approval of the mock-ups.

III. Specifications and Sample Photos

Each training kit must contain:

- 1 Canvas Tote Bag
- 1 Metal Pen
- 1 Hardbound Notebook
- 1 Lanyard and ID Holder
- 1 Stainless Steel Coffee Tumbler Cup
- 1 Power brick/Extension Wires with USB Type B and C socket

ITEM SPECIFICATIONS	SAMPLE PHOTO
1. Canvas Tote Bag, 100 pcs L= 32cm, W= 13 cm, H=21cm ▪ Material canvas ▪ Color: Black or Navy Blue ▪ Print: 1 side, DTF/silkscreen ▪ Buttoned canvas tote bag	
2. Metal Pen, 100 pcs ▪ Metal (body), rollerball (pen) ▪ navy blue and silver (body), black (ink) ▪ Silkscreen/UV print, 2 inches MCLE Logo (Color: White = CMYK 0/0/0/0 or PANTONE P 1-1 U)	
3. Hardbound Notebook, 100 pcs (A5, 148 x 210mm) ▪ Blue Hardcover notebook, 80 lined pages with garter and bookmark ▪ Customized debossed and UV print (Color: White = CMYK 0/0/0/0 or PANTONE P 1-1 U)	

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4. Lanyard and ID Holder, 100 pcs

- Lanyard with side release buckle and G-hook with PCC logo on attachment
- Must include the plastic/silicone ID holder
- One side multi-color sublimation print with the following colors:

- Dark Blue (CMYK 84/77/55/71 or Pantone 647 C)
- Teal Blue (CMYK 57/0/25/0 or Pantone 325 C)
- Blue (CMYK 82/43/7/0 or Pantone 7689 C)
- White (CMYK 0/0/0/0 or Pantone P 1-1 U)

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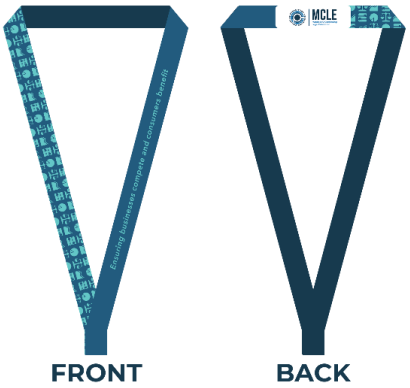

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5. Stainless Steel Coffee Tumbler Cup, 100 pcs
-600 ML
-Color: white or black or navy blue or any color subject to approval of the end-user

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6. Power brick/Extension Wires with USB Type B and C socket , 100 pcs - With universal outlet - With plugs - With at least 2 USB Type B/Type C sockets - Minimum of 2-3 meters length	
NOTE: Final design shall be provided by the end user 2 working days from the signing of JO. ***High resolution/PSD layout for actual manufacturing will be provided to the winning supplier.**	

IV. Payment Scheme

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

1. Delivery receipt and Sales Invoice by the Service Provider
2. BIR Form No. 2303 by the Service Provider; and
3. Certificate of Satisfactory Service Rendered issued by the PCC

Payment shall be released and claimed within the PCC premises.

V. 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

Approved by:

[redacted]
FERDINAND E. PAGUIA
Acting Director IV, CKMO

[redacted]

Date: 24 April 2025

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date