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

Provision of Catering Services for the Conduct of the PCC Operational Planning Work Session

P.R. No./Date Received: **2025-07-0127 / 31 July 2025** RFQ/P No. / Date: **2025-08-0130/ 13 August 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 Proposal
- 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 **Monday, 18 August 2025, 03:00 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 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. 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]

MA. CELESTE S. DIZON
Asst. Head, PBAC Secretariat [redacted]

Item	QTY	Unit	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	Lot	₱ 51,100.00	Provision of Catering Services for the Conduct of the PCC Operational Planning Work Session	
				(Please see attached Technical Speficiations)	
Total ABC (Per Lot)			**₱ 51,100.00**	**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

PROVISION OF CATERING SERVICE FOR THE OPERATIONAL PLANNING WORK SESSION FOR FY 2026-2027

I. RATIONALE/OBJECTIVE

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA), which serves as the primary law in the Philippines for promoting and protecting market competition.

In line with the annual conduct of the PCC Agency-wide Operational Planning Workshop, the PCC will be conducting the Operational Planning Work Sessions for FY 2026-2027, which will have the requirements as specified below.

II. AVAILABILITY

The service provider must be available on the following dates:

- 11 September 2025 (09:00 AM to 4:00 PM)

III. PARTICIPANTS

Seventy (70) PCC personnel are expected to participate in the activity.

IV. REQUIREMENTS

A. Food Requirements

The service provider must be able to provide food and drinks for the following days:

Meal Setup	11 September 2025	Schedule of serving
Plated morning snacks (combination of pasta, sandwich/pastry with fillings, and dessert bar/cookies) with one round of iced tea or lemonade	✓	10:00AM
Buffet lunch [which includes soup, 1 vegetable dish, 2 meat dishes (fish, chicken, pork or beef), rice, dessert with fresh fruits] with one round of iced tea or lemonade	✓	11:30 AM

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

Meal Setup	11 September 2025	Schedule of serving
Plated afternoon snacks (combination of pasta, sandwich/pastry with fillings, and dessert bar/cookies) with one round of iced tea or lemonade	✓	03:00PM

* *Free-flowing coffee and/or tea and drinking water station during the activity*
* *Provision of mints/candies*

B. Scope of Work

- Provide meals and drinks on 11 September 2025;
- Prepare a menu for the end-user's selection of plated morning snacks, buffet lunch, and plated afternoon snacks within 5 calendar days before the activity;
- Ensure quality of food and drinks prior to actual serving (i.e., cooked thoroughly, correct temperature, cleanliness, and absence of spillage) and cleanliness of tableware and utensils to be used;
- Provide meals and drinks on **11 September 2025** at the Philippine Competition Commission, 25/F, Vertis North Corporate Center 1, North Ave, Quezon City.
- Must have at least two (2) staff/server to serve food and drinks, and one (1) coordinator on 11 September 2025; and
- Egress immediately after the activity.

C. Client's Satisfactory Rating

With satisfactory rating from the previous clientele.

D. Information Security Management System

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).

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 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

The document 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.

E. Other Requirements

1. At least three (3) years of continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;

   Possess valid business permits necessary for the operation of a business providing catering services;

2. PhilGEPS registered; and

3. Rebooking and Refund Policy
   a) Must have free rebooking and/or refund policies relative to work suspensions or travel restrictions based on resolution and pronouncements made by relevant national government agencies, or concerned Local Government Units; and
   b) Reservation dates can be amended within one (1) year from the original dates in the event of any following inevitable circumstances and emergency cases, at least three (3) calendar days prior to the arrival at the venue:
      I. Fortuitous events (e.g., natural disaster);
      II. Sickness and other medical emergencies; and
      III. Other important meetings/engagements requiring presence of PCC officials (i.e., Budget Hearing)

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is computed at **Fifty-One Thousand One Hundred Pesos (Php51,100.00)** for the number of participants guaranteed in this TOR, inclusive of all applicable government taxes and service charges. In case of additional participants and other incidental charges, the cost per participant will be charged accordingly.

VI. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement, which covers the provision of foods and catering services, provided under the Implementing Rules and Regulations (IRR) of Republic Act (R.A) No. 12009.

VII. PAYMENT SCHEME

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

a. Billing statement by the Service Provider; and
b. Certificate of Satisfactory Service issued by PCC

VIII. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (.001) of the contract price by the winning Service Provider for every day of delay, in addition to other damages the PCC may be entitled to. The agency reserves the right to rescind the contract, without any prejudice against other courses of action and remedies open to it.

IX. DISPUTE RESOLUTION

Should there be 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.

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

Prepared by:

[redacted]

Karen S. Sio
OIC-CPMD
FPMO-Corporate Planning and Management Division

Approved by:

[redacted]

Atty. Joseph Melvin B. Basas
Director IV
Finance, Planning and Management Office

CONFORME :

_____

Name of Service Provider

_____

Signature of Authorized Representative

_____

Designation

Date: _____