PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1
North Avenue, Quezon City 110
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 972

REQUEST FOR PROPOSAL

Supply, Printing and Delivery of Recognition Plaques and Trophies for the PRAISE Implementation

P.R. No./Date Received: **2025-07-0122 / 25 July 2025** RFQ/P No. / Date: **2025-08-0123 / 08 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 Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Technical Specifications
- Signed Request for Proposal

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 ***jsarevalo@phcc.gov.ph)*** on or before **12 August 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 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 ***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. BASAS
PBAC Chairperson

Item No.	QTY	Unit	Unit Cost	Total	Project Title	Unit Cost (PhP) (To be filled out by the supplier)	Total Amount (PhP) (To be filled out by the supplier)
			Supply, Printing and Delivery of Recognition Plaques and Trophies for the PRAISE Implementation				
1	74	pcs	₱ 2,800.00	₱ 207,200.00	Recognition Plaques		
2	4	pcs	₱ 2,150.00	₱ 8,600.00	Metal Trophies		
3	34	pcs	₱ 1,000.00	₱ 34,000.00	Wood/Metal Trophies		
					(Please see attached Technical Specifications)		
Total ABC (Lot)			₱	249,800.00	**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 : _____

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Supply, Printing, and Delivery of Recognition Plaques and Trophies for the PRAISE Implementation

TECHNICAL SPECIFICATIONS

I. SPECIFICATIONS

Batch 1: Glass plaques and Wooden/Metal Plaques/Trophies for the PCC PRAISE Awarding in July/August 2025

Quantity	:	Estimated 30 pcs or based on actual order
Design	:	PCC colored logo embossed Engraved text **(logo to be provided to supplier)**
Material	:	Frosted Glass
Dimension	:	**Base 1 (at least)** • height: 1cm • length: 8cm • width: 4cm **Base 2 (at least)** • height: .05cm • length: 4 cm • width: 2cm **Base 3 (at least)** • height: .02cm • length: 3.5cm • width: 1.5cm **Top (at least)** • height: 31 cm • width: 1cm • glass should be connected not overlapping

Design: Please refer to Annex A

Quantity	:	Four (4) pieces
Material	:	Top: metal Base: wood/metal
Dimension	:	Trophy height: **(at least)** • Champion: 57 cm • 1st runner-up: 50 cm • 2nd runner-up: 47cm

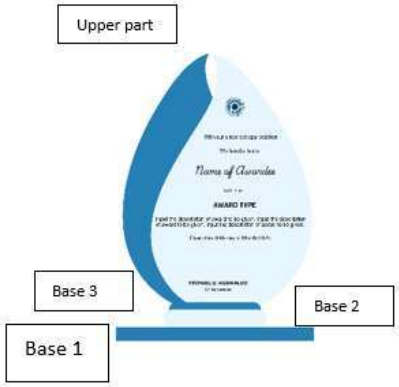
TÜVRheinland CERTIFIED
Management System ISO 9001:2015
BAGONG PILIPINAS

		• 3rd runner-up: 40 cm Brass plate with laser engraved text at the bottom of the trophy.

Design: Please refer to Annex A

Quantity	:	Estimated 34 pieces
Material	:	Top: metal Base: wood/metal
Dimension	:	Trophy height: **(at least)** • Champion: 32 cm • 1st runner-up: 28 cm Brass plate with laser engraved text at the bottom of the trophy.

Batch 2: Glass plaques for the PCC PRAISE Awarding in October 2025



Quantity	:	Estimated 14 pcs or based on actual order
Design		PCC colored logo embossed Engraved text **(logo to be provided to supplier)**
Material	:	Frosted Glass
Dimension	:	**Base 1 (at least)** • height: 1cm • length: 8cm • width: 4cm **Base 2 (at least)** • height: .05cm • length: 4 cm • width: 2cm **Base 3 (at least)** • height: .02cm • length: 3.5cm • width: 1.5cm **Top (at least)** • height: 31 cm • width: 1cm

		• glass should be connected not overlapping

Batch 3: Glass plaques for the PCC PRAISE Awarding in December 2025

Quantity	:	Estimated 30 pcs or based on actual order
Design	:	PCC colored logo embossed Engraved text **(logo to be provided to supplier)**
Material	:	Frosted Glass
Dimension	:	**Base 1 (at least)** • height: 1cm • length: 8cm • width: 4cm **Base 2 (at least)** • height: .05cm • length: 4 cm • width: 2cm **Base 3 (at least)** • height: .02cm • length: 3.5cm • width: 1.5cm **Top (at least)** • height: 31 cm • width: 1cm • glass should be connected not overlapping

NOTE: The total estimated quantity of plaque and trophies to facilitate this procurement is as follows:

- Glass Plaques: estimated 74 pieces
- Metal/wood Trophies: estimated 4 pieces
- Metal/wood Trophies: estimated 34 pieces

II. MODE OF PROCUREMENT

The Mode of Procurement shall be Small Value Procurement as provided under Section 34 of the IRR of the RA 12009.

III. DELIVERY TERMS

The Supplier shall deliver the goods as stipulated in the schedule below. Failure to deliver the goods within the stipulated timeframe, including any extensions granted by the Head of the Procuring Entity (HoPE), if any, will result in the payment of liquidated damages as stated in the separate Section herein.

Immediately upon the supplier's submission of the conformed Purchase Order, the End-User shall coordinate with the Supplier and provide the templates and actual number of plaques to be produced.

Mock-Up Sample:

The Supplier must provide a mock-up sample ***within five (5) working days reckoning from the date of receipt of the template*** from the End-User.

Delivery of Approved Plaque:

The payment will be based on the actual quantity requested for production but not exceeding the maximum no. of quantity indicated in the technical specification. Actual quantity shall be based on the approved awardees by the PCC PRAISE-Committee. The End-User shall coordinate with the Supplier the list of names and citations.

For Batch 1: Complete delivery ***within 15 calendar days from the date of approval of the mock-up sample***. The actual list of names of awardees and citation shall also be provided by the End-User.

For Batch 2 and 3: Complete delivery ***within 15 calendar days from the date of advise to proceed*** with the production, together with the actual list of names of awardees and citation.

The Supplier shall deliver the above-mentioned items at 25/F Vertis North Corporate Center 1, North Avenue, Quezon City, 1105, between Monday to Friday; 8:00 AM to 5:00 PM.

IV. REPLACEMENT:

Upon inspection and acceptance of delivered items, and should there be any defect, damage, broken or chipped parts, misspelled names, incorrect citations, and other visible defects, the supplier agrees to provide replacement ***within ten (10) calendar days from the date of request for replacement*** of the End-User due to such defect, damage, broken or chipped parts, misspelled names, incorrect citations, and other visible defects.

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

The approved budget for the contract shall be **Two Hundred Forty-Nine Thousand Eight Hundred Pesos (PhP249,800.00)**, inclusive of all applicable charges, delivery fees, other fees, and taxes.

VI. TERMS OF PAYMENT:

Batch 1: Billing is based on the actual final order, within fifteen (15) working days upon completion of delivery and receipt of Billing Statement/ Statement of Accounts, Delivery Receipt and issuance of a Certificate of Satisfactory Services Rendered by the End-User.

Batch 2: Billing is based on the actual final order, within fifteen (15) working days upon completion of delivery and receipt of Billing Statement/ Statement of Accounts, Delivery Receipt and issuance of a Certificate of Satisfactory Services Rendered by the End-User.

Batch 3: Billing is based on the actual final order, within fifteen (15) working days upon completion of delivery and receipt of Billing Statement/ Statement of Accounts, Delivery Receipt and issuance of a Certificate of Satisfactory Services Rendered by the End-User.

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

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

VIII. LIQUIDATED DAMAGES

If the supplier 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 RA No. 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.

IX. DISPUTE RESOLUTION

The Parties agree that any dispute, controversy, difference, or claim arising out of or in relation to this Contract, including any question as to the interpretation, implementation, existence, validity, breach, or termination thereof or as to any non-contractual obligation arising out of or relating thereto, shall first be settled amicably between the Parties. If there is failure to settle amicably, the dispute shall be submitted to mutual consultation, mediation, and/or arbitration

In case of a court dispute, the venue shall be any court of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any revisions, amendments, repeals, and supplements to this or additional terms and conditions to the Contract shall be made upon through mutual written agreement by the Parties and must be in writing, signed and acknowledged between the Parties.

Prepared by:	**Reviewed by:**	**Approved by:**
[redacted]	[redacted]	[redacted]
Jean Cheska C. Soliven	**Antonia Lynnely L. Bautista**	**Jeson Q. de la Torre**
HRMO I, AO-HCMD	CAO, AO-HCMD	Director IV, Administrative Office

Conforme:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Company Name

Annex A

I. Metal/wood Trophies sample preferred designs:

Philippine Competition Commission
Sportsfest Activity FY 2025
Name of Team
(place)

II. Metal/wood Trophies sample preferred designs:

Philippine Competition Commission
Sportsfest Activity FY 2025
Name of Player/Team
(place)
(Sports Category)