

REQUEST FOR QUOTATION / PROPOSAL

Procurement of Food/Catering Service for the Conduct of the Campus Tour on Competition Law and Policy In November 28-29, 2019 at Siliman University, Dumaguete City, Negros Oriental

P.R. No./Date Received: **201911-0265 / 20 November 2019**

RFQ/P No. / Date: **201911-0240 / 20 November 2019**

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 **Terms of Reference / Technical Specifications Sheet** 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/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License / Curriculum Vitae **(for Consulting Services only)**
- Notarized Omnibus Sworn Statement - Annex "A" **(to be submitted prior to Notice of Award issuance)**

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 ivabano@phcc.gov.ph on or before **25 November 2019 / 10:00 AM** 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 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 **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,

ATTY. JOSEPH MELVIN B. BASAS

PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 108,000.00	Procurement of Food/Catering Service for the Conduct of the Campus Tour on Competition Law and Policy In November 28-29, 2019 at Siliman University, Dumaguete City, Negros Oriental (Please see Terms of Reference)			
Total Lot ABC		₱ 108,000.00	TOTAL Amount			
Delivery Instructions:						

(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 : _____

TERMS OF REFERENCE

Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy on November 28-29, 2019 at the Silliman University, Dumaguete City, Negros Oriental

I. Rationale/Objective

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to enforce Republic Act No. 10667 or the Philippine Competition Act.

The Campus Tours represent an investment in the future of competition law and policy (CLP) in this country, and PCC's role in that future. This year's fourth leg of the annual PCC Campus Tours aims to promulgate to the academic community the PCC's role in enforcing the provisions of the Philippine Competition Act; to encourage stakeholder participation/engagement, particularly in pursuing academic research in the field of competition law and policy; and to create a cadre of future competition advocates among the members of the academe.

In view of this, the PCC will conduct the Campus Tour on Competition Law and Policy in Dumaguete City on November 28-29, 2019 at the Silliman University in Dumaguete City, Negros Oriental. An external services provider shall be contracted to provide catering services.

II. Participants

The event will gather 90 participants from law schools in Dumaguete City, resource speakers, and officials and staff of the PCC.

III. Venue

The Campus Tour on Competition Law and Policy will be held at the Justice Venancio D. Aldecoa Moot Court and Lecture Hall, Villareal Hall, College of Law, Silliman University in Dumaguete City.

IV. Scope of Work and Specifications

Provision of catering services with the following technical specifications:



Management
System
ISO 9001:2015

www.tuv.com
IT: 010660266



A. Availability and Location

- Must be able to provide Catering Services on November 28 to 29, 2019
- Must be from Dumaguete City

B. Meal Requirements

- AM Snacks, Lunch and PM Snacks for 90 persons on Day 1 (28 November 2019)
- AM Snacks and Lunch, for 90 persons on Day 2 (29 November 2019)

MEAL	Day 1 SET-UP	Day 2 SET-UP
AM Snacks	Plated/Packed noodle dish with sandwich/ baked soft pastry, and canned chilled juice drink for 90 pax , to be distributed at the function room	Plated/Packed pasta with finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and canned chilled juice drink for 90 pax , to be distributed at the function room
Lunch	<p>a.) Plated/Packed Meals to include rice, one (1) vegetable dish, two (2) meat dishes (chicken and fish), canned chilled juice drink and dessert for 65 pax to be distributed in the function room.</p> <p>b.) Buffet Meals to include rice, soup, one (1) vegetable dish, two (2) meat dishes (chicken/ beef and fish), at least 1 round of chilled juice drink and dessert in family buffet set-up for 25 pax to be served in a separate dining area within the campus.</p>	<p>a.) Plated/Packed Meals to include rice, one (1) vegetable dish, two (2) meat dishes (chicken and beef), canned chilled juice drink and dessert for 65 pax to be distributed in the function room.</p> <p>b.) Buffet Meals to include rice, soup, one (1) vegetable dish, two (2) meat dishes (chicken and beef), at least 1 round of chilled juice drink and dessert in family buffet set-up for 25 pax to be served in a separate dining area within the campus.</p>
PM Snacks	Plated/Packed pasta with finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and canned chilled juice drink for 90 pax , to be distributed at the function room	N/A

C. Service Requirements

- Provide free-flowing brewed coffee good for at least 30 pax
- Provide water station, throughout the function
- Provide appropriate food containers and utensils during meals both for the buffet set-up and the packed-meal set-up
- Submit proposed menu for end-user's approval
- Provide at least five (5) uniformed waiters to facilitate distribution of food during the activity. Five (5) to serve during AM and PM Snacks; 3 to serve packed meals to the participants in the function room during lunch and; 2 to serve during lunch for the family buffet set-up
- Strictly abide by the *Silliman University Environmental Principles, Policies and Guidelines 2018*¹ (See Annex B).

D. Fees for Use of Venue

The service provider shall shoulder **all fees to be charged by the Silliman University** relevant to the use of venue, not exceeding **Twenty Thousand Pesos (PhP 20,000.00)**. Said amount should be **incorporated in the financial proposal**. The service provider must bill the PCC based on the **actual expenses** charged by the SU.

E. Client's satisfactory rating

With satisfactory rating from a previous government client.

V. Approved Budget for the Contract (ABC)

The ABC is **One Hundred Eight Thousand Pesos Only (PhP 108,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

VI. Mode of Procurement

The mode of procurement shall be under Negotiated Procurement which covers provision of Catering Services provided under the Revised IRR of R.A. No. 9184.

VII. Payment Scheme

The PCC shall advance a deposit of twenty-five percent (25%) of the guaranteed minimum amount and the balance thereof shall be paid on send bill arrangement fifteen (15) days upon receipt of the statement of account (SOA) from the Service Provider and issuance of the Certificate of Satisfactory Service Rendered (CSSR) by the PCC.

Billing statement must be provided by the Service Provider within seven (7) days upon conclusion of event.

¹ Can be accessed through <https://su.edu.ph/silliman-university-environmental-principles-policy-and-guidelines-2018/>

VIII. Liquidated Damages

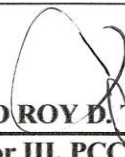
Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

IX. Dispute Agreement/Resolution:

In the matter of dispute, 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.

Approved by:
 ARNOLD ROY D. TENORIO Director III, PCC-CKMO
Date:

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
A. Availability		
- Able to provide catering services for 90 persons on November 28 to 29, 2019		
- Must be from Dumaguete City		
B. Meal Requirements		
- Provision of AM snacks, lunch, and PM snacks on Day 1; and AM Snacks and lunch on Day 2		
MEAL SETUP DAY 1 AM Snacks Plated/Packed noodle dish with sandwich/ baked soft pastry, and canned chilled juice drink for 90 pax , to be distributed at the function room Lunch a.) Plated/Packed meals to include rice, one (1) vegetable dish, two (2) meat dishes (chicken and fish), canned chilled juice drink and dessert for 65 pax to be distributed in the function room. b.) Buffet meals to include rice, soup, one (1) vegetable dish, two (2) meat dishes (chicken/ beef and fish), at least 1 round of chilled juice drink and dessert in family buffet set-up for 25 pax to be served in a separate dining area within the campus. PM Snacks Plated/Packed pasta with finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and canned chilled juice drink for 90 pax , to be distributed at the function room		
DAY 2 AM Snacks Plated/Packed pasta with finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and canned chilled juice drink for 90 pax , to be distributed at the function room		
Lunch a.) Plated/Packed meals to include rice, one (1) vegetable dish, two (2) meat dishes (chicken and beef), canned chilled juice drink and dessert for 65 pax to be distributed in the function room.		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
b.) Buffet meals to include rice, soup, one (1) vegetable dish, two (2) meat dishes (chicken and beef), at least 1 round of chilled juice drink and dessert in family buffet set-up for 25 pax to be served in a separate dining area within the campus.		
C. Service Requirements		
- Provide free-flowing brewed coffee good for at least 30 pax		
- Provide water station, throughout the function		
- Provide appropriate food containers and utensils during meals both for the buffet set-up and the packed-meal set-up		
- Submit proposed menu for end-user's approval		
- Provide at least five (5) uniformed waiters to facilitate distribution of food during the activity. Five (5) to serve during AM and PM Snacks; 3 to serve packed meals to the participants in the function room during lunch and; 2 to serve during lunch for the family buffet set-up		
- Strictly abide by the Silliman University Environmental Principles, Policies and Guidelines 2018 (see Annex B)		
D. Fees for Use of Venue The service provider shall shoulder all fees to be charged by the Silliman University relevant to the use of venue, not exceeding Twenty Thousand Pesos (PhP20,000.00) . Said amount should be incorporated in the financial proposal. The service provider must bill the PCC based on the actual expenses charged by the SU.		
E. Client's satisfactory rating With satisfactory rating from a previous government client.		
F. Payment Scheme		
The PCC shall advance a deposit of twenty-five percent (25%) of the guaranteed minimum amount and the balance thereof shall be paid on send bill arrangement fifteen (15) days upon receipt of the statement of account (SOA) from the Service Provider and issuance of the Certificate of Satisfactory Service Rendered (CSSR) by the PCC.		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
Billing statement must be provided by the Service Provider within seven (7) days upon conclusion of event.		
FINANCIAL PROPOSAL The ABC is One Hundred Eight Thousand Pesos Only (Php 108,000.00) inclusive of all applicable government taxes and service charges. In case of additional food for participants, cost per participant will be charged accordingly.		

Conforme:
<hr/> Name and Signature of Authorized Representative
<hr/> Designation
<hr/> Company
<hr/> Date

ANNEX B

SILLIMAN UNIVERSITY ENVIRONMENTAL Policies

Source: <https://su.edu.ph/silliman-university-environmental-principles-policy-and-guidelines-2018/>

Note: These policies apply university-wide to faculty, staff and students as well as to concessionaires, booth operators, event organizers, sponsors, and visitors. Department chairs and unit heads shall be the main persons responsible for ensuring compliance with these policies in their respective departments or units.

1. General Policies on Waste Prevention and Waste Management

- Everyone shall practice pollution prevention (also known as waste reduction or source reduction) by:
 - Using reusable or biodegradable bags, reusable straws, reusable drinking bottles, and reusable or biodegradable containers when purchasing products, food items, and drinks;
 - Eliminate the use of single-use plastic bags and Styrofoam containers on campus, in keeping with City Ordinance 231;
 - Refrain from bringing single-use plastic cutlery, plastic straws and stirrers, plastic bags, and other single-use non-recyclable or non-biodegradable containers into the university;
 - Avoid products or food in non-recyclable or non-biodegradable packaging, such as sachets and plastic wrappers.
 - Avoid water and drinks in plastic bottles whenever water dispensers, drink dispensers, and water fountains are available.
 - Littering, dumping of waste in canals or esteros, and open burning are prohibited.
 - Everyone is required to know the types of waste that belong in each marked bin. Everyone shall practice strict segregation at source by placing their wastes in the respective bins according to four basic classifications: biodegradable, recyclable, residual, and special (hazardous) waste.
 - Everyone shall maximize the reuse and recycling of materials to the greatest extent possible.
 - Everyone shall cooperate and support Buildings & Grounds, Cafeteria, Housing and Residences, and other units of the university in implementing waste prevention and management policies.

2. Green Procurement Policies

- To encourage sustainable use of resources and reduce impacts on the environment and health, all administrative and academic units shall purchase recycled and environmentally preferable products and services whenever practicable.
- The University shall require contractors and consultants to use recycled and environmentally preferable products whenever possible.
- When assessing and comparing products and services, the following guidelines shall apply:
 - *Products and services that promote pollution prevention, waste reduction, and diversion* – products that are easier to recycle and repair, products that facilitate disassembly for refurbishment and recycling, products that are packed in recycled or recyclable material, products that

avoid waste during manufacturing, products that are used or remanufactured, products that have greater durability and longer life-span, products and services that minimize adverse environmental impacts

- *Products and services that conserve resources* – products with high recycled content, designs that require less material to manufacture, products that use less packaging, services that use recycled materials and less packaging, products and services that maximize water efficiency
- *Products and services that conserve energy* – products and services where consumption of fossil fuel during production, transport, usage and delivery is minimized; products and services where more renewable energy is used in production, transport, usage and delivery; products and services that facilitate energy efficiency and resource conservation
- *Products and services that protect human health and well-being* – products with contents, ingredients, resulting wastes, or waste byproducts that are not persistent, bioaccumulative and toxic substances (PBTs); have low greenhouse gas emissions; cause minimal or no habitat destruction and soil degradation; and maximize safety
- Importation of non-environmentally acceptable consumer products or packaging in non-environmentally acceptable materials is prohibited, in keeping with RA 9003.
- Green procurement policies apply to products and services that include, but are not limited to, paper and paper products, office supplies, computer and other electronic supplies, office furniture, vehicles, food and catering, promotional materials, banners, posters, and publications.

3. Policies Related to Food and Food Waste

These policies apply to food sold on campus, food purchased outside campus and brought into the campus, as well as to food delivered into the campus.

- Wrapping or serving food in compostable materials such as banana leaves, or in reusable glass, ceramic, metal or hard plastic containers is preferred. Plastic bags and single-use plastic containers are prohibited except on rare occasions where they are proven essential for food safety.
- Reusable mugs or cups for hot drinks, glass for water or beverage, and paper cups should be used. Styrofoam cups and single-use plastic cups are prohibited.
- Coffee should be served in pots instead of providing powdered coffee in sachets. Ketchup and other condiments should be served in bottles, bowls, or dispensers instead of in sachets. Food items in sachets are prohibited.
- Plastic straws are prohibited; reusable straws could be provided if requested, and paper straws may be used if necessary.
- Reusable cutlery and plates should be used. Single-use plastic spoons, forks, knives, and stirrers are prohibited. ~~Non-recyclable mixed-material plates and containers should be avoided.~~
- Dispensers for water and drinks should be made available instead of providing plastic bottles for water or drinks whenever possible. If plastic bottles are used, they should be recycled.
- Recyclable materials should be taken back by the caterer or food vendor for recycling, or placed in the university's recycling bins.

- Leftover food shall be properly managed, such as by taking food home in reusable containers, feeding animals, or processing in composting, vermi-composting, or biodigestion facilities, with the help of the College of Agriculture.

4. **Waste Policies Related to Events and Festivals**

- The University shall strive to make events and festivals ultimately as models of Zero Waste.
- Organizers and participants shall be required to adopt good practices and comply with increasingly stringent policies in subsequent years so as to meet Zero Waste targets.
- Students, faculty, and staff shall be informed of waste prevention and management practices before events and festivals, including the Hibalag Festival.
- Buildings & Grounds, the Student Government, or other responsible units shall ensure that sufficient bins for segregating leftover food and other biodegradable waste, recyclable materials, and residual waste are made available during events and festivals. The bins shall be clearly labelled and marked, and concessionaires, food vendors, booth operators, and event organizers shall be instructed on the locations and proper use of the bins.
- Concessionaires, food vendors, booth operators, and event organizers shall segregate recyclable materials and show proof that prior arrangements had been made with junkshops or recyclers to take the recyclable materials. Alternatively, they can request Silliman University to take their recyclable materials at no cost.
- Concessionaires, food vendors, booth operators, and event organizers shall segregate their leftover food and make arrangements to remove food waste once a day or more frequently to prevent smells and infestation. Furthermore, they have to show proof that the leftover food or food waste will be sent to local piggeries or composted. If these arrangements are made and implemented by Silliman University, the concessionaires, food vendors, booth operators, and event organizers shall be charged extra based on the number of sacks of food waste generated.
- Concessionaires, food vendors, booth operators, and event organizers shall be asked to bring their residual wastes back or if they cannot do so, they shall be charged extra for waste disposal. Charges could be based on the number of sacks of residual waste generated.
- Reusable or biodegradable bags with environmental messages shall be promoted and sold during events and festivals.
- Expanded polystyrene (Styrofoam) cups, coolers, and containers as well as single-use plastic bags, plastic straws, plastic stirrers, and single-use plastic cutlery shall be
- Environmental monitors shall be trained and deployed during the event or festival to ensure cleanliness and compliance of concessionaires, food vendors, booth operators, and event organizers with environmental agreements.
- More stringent policies could be applied including:
 - Use of reusable or biodegradable plates and containers
 - Use of dispensers for drinking water and beverages, and minimization of water and beverages in plastic bottles
 - Use of percolators, pots, kettles, and reusable cups for hot drinks such as coffee and tea
 - Provision and use of facilities for washing, with proper wastewater collection and disposal, in order to eliminate disposable cutlery and plates as well as eliminate the need for plastic gloves for serving food

- Prohibition of banners, posters, signs and bunting made of plastic material, especially polyvinyl chloride (PVC) used in tarpaulins or “tarps”
- Prohibition of balloons made of rubber, plastic, or polyester film (Mylar)
- Minimization of awards and prizes made of non-durable plastic material.

5. Policies Related to Greening of the Campus

- The University shall maintain and enhance the greening of the campus, including meeting and exceeding where practicable any tree planting quotas required by DENR, DepEd and other agencies.
- The types of trees shall be carefully selected to promote native trees that are in harmony with the surrounding environment and that are appropriate for specific site conditions (e.g., type of soil, size constraint, root space restriction, sun exposure, etc.) and desired functions (e.g., shade, enhanced biodiversity, clean air, improved microclimate, runoff control, beautification, valuable derived products, etc.). Tree placement should be determined by a site evaluation according to the desired functions.
- Tree planting shall be supervised by Buildings & Grounds in coordination with the Campus Beautification Committee and with the support of campus organizations.
- Planting could be done within the school grounds, in other Silliman-owned properties such as CENTROP, as well as in public lands, parks, and other areas covered under RA 10176.
- Tree planting activities should include provisions for long-term nurturing and maintenance to ensure survival of the trees. Examples of such provisions include working with or funding host organizations or local communities to provide water, mulching, and organic fertilizers as needed.