

REQUEST FOR PROPOSAL

Provision of Venue, Food and Accommodation

P.R. No./Date Received: **2020-00-0005 / 07 November 2019**

RFQ/P No. / Date: **2020-00-0001/ 13 November 2019**

The Philippine Competition Commission invites all eligible 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 (ABC)**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit
- Latest Income/Business Tax Return
- PhilGEPS Registration Number
- Signed Terms of Reference

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 **nppitallano@phcc.gov.ph** on or before **20 November 2019, 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 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 of toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.

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	₱ 3,627,000.00	Provision of Venue, Food and Accommodation for the 2020 Forum on Competition in Developing Countries on 30-31 January 2020			
			Requirements as stated in the attached Terms of Reference			
Total ABC		₱ 3,627,000.00	TOTAL Amount			
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 : _____



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TERMS OF REFERENCE

Provision of Venue including Food, Accommodation and Airport Transfers for the conduct of the 2020 Forum on Competition in Developing Countries (2020 Manila Forum) on 28 January-1 February 2020 in Manila, Philippines

I. Rationale/Objective

The Philippine Competition Commission (PCC) is a newly organized independent quasi-judicial body mandated to enforce Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA serves as the primary competition law in the Philippines for promoting and protecting competitive markets.

Launched in 2018, the Forum on Competition in Developing Countries (FCDC) aims to discuss competition issues faced by developing economies. The FCDC also serves as a platform for competition authorities to examine emerging trends in the market that can shape and influence competition law and policy.

The PCC will organize the 2020 Manila Forum with the theme, “Towards Dynamic Competition Policy, Regulation, and Legislation in a Rapidly Rising Asia,” to explore the complex interplay among regulation, legislation, and competition policy. The event will be an occasion to look into how legislative actions or regulatory initiatives that aim to address development goals could have unexpected consequences on the competition landscape.

As an integral component of the PCC’s capacity-building and advocacy program, the conduct of the 2020 Manila Forum advances current advocacy efforts locally and internationally, enhances institutional capacity through knowledge-sharing with renowned international and local experts, and strengthens linkages with core stakeholders, and foreign competition authorities and international development partners.

II. Participants

The event will gather at least 300 participants from the following sectors:

- A. International and local competition law and economics experts
- B. Key stakeholders in the business community, government, academe, consumers
- C. Multilateral development institutions
- D. Media

III. Scope of Work and Job Specifications

A. General

- Strategically located within a linear distance of ten (10) kilometers from Manila City Hall. The location should afford guests’ convenience and a



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wide range of options for accommodation, transportation, recreation, entertainment, business centers and historical sites in Manila.

- At least a 4-star hotel or equivalent
- Department of Tourism (DOT) accredited
- Compliant with international standards of excellent practice: OHSAS 18001:2007 (occupational health and safety management) and ISO 14001:2004 (environmental management systems)
- With at least 2 Certificates of Satisfactory Service Rating (CSSRs) from previous government and private clients

B. Conference/Function Rooms and Food Services Requirements

• Conference Hall (for Plenary Session)

One (1) air-conditioned conference room with the following specifications and/or requirements:

- Room availability: **30-31 January 2020** from 8:00 AM to 5:00 PM
- Allowance for ingress of at least 2 hours before the event and egress of at least 2 hours after the event
- Availability of the space for dry run purposes on 29 January 2019 from 6:00pm onwards depending on the space availability
- Can accommodate at least 300 persons (in banquet set-up)
- Size of at least 500 square meters and preferably a ceiling height of at least 7 meters
- Can accommodate a stage setup of at least 27x36sqm and provision of space for LED walls
- Provision of writing materials: whiteboard/flip chart, markers, erasers
- Provision of sound/audio system, with at least 6 wireless microphones
- Provision of motorized projector and screen

• Banquet Hall (for PCC Fellowship Night)

One (1) air-conditioned conference room with the following specifications and/or requirements:

- Room availability: **30 January 2020** from 5:00 PM to 11:00 PM
- Preferably adjacent to the Conference Hall or on the same floor as the Conference Hall
- Allowance for ingress of at least 2 hours before the event and egress of at least 2 hours after the event
- Can accommodate at least 200 persons (in banquet set-up)
- Size of at least 400 square meters and preferably a ceiling height of at least 7 meters
- Can accommodate a stage setup of at least 27x36sqm and provision of space for LED walls
- Provision of sound/audio system, with at least 6 wireless microphones
- Provision of motorized projector and screen

• Breakout Room (for Media Briefing/Press Conference)

One (1) air-conditioned conference/function room with the following specifications and/or requirements:

- Room availability: **30-31 January 2020** from 8:00AM to 5:00 PM
- Can accommodate at least 50 persons (in classroom setup)
- Size of at least 80 square meters and elevated stage for at least 6 persons

- Preferably on the same floor as the Conference and Banquet halls
- Provision of writing materials: whiteboard/flip chart, markers, erasers
- Provision of sound/audio system, with at least 4 wireless microphones
- Provision of motorized projector and screen

- **Secretariat Room/Holding Room**

One (1) air-conditioned room that will serve as secretariat room for PCC secretariat and events manager, and holding room for VIP guests

- Room availability: **30-31 January 2020** from 8:00AM to 5:00 PM
- Can accommodate at least 30 persons
- With provision of tables and chairs
- On the same floor as the Conference and Dinner halls

- **Foyer Area**

- Availability: **30 January 2020** from 8:00AM to 5:00 PM
31 January 2020 from 8:00AM to 3:00PM
- Can accommodate the setup of a conference registration area, photo wall, and lounge area for a simultaneous arrival and/or use of 300 persons
- Fully-airconditioned foyer area, with provision of cooling fans as needed
- On the same floor as the Conference and Fellowship Night halls
- Can accommodate conference staging requirements such as lounge area
- Setup of cocktail tables outside the conference and banquet halls

- **Food service requirements**

Forum Proper (30-31 January 2020)

- Free-flowing coffee, tea, and water throughout the function
 - Setup of two (2) coffee/tea/water station at the Conference Hall
 - Setup of one (1) coffee/tea/water station at the Breakout rooms
- AM Snacks, Buffet Lunch, PM Snacks

MEAL	SETUP
AM Snacks	300 persons banquet setup at Conference Hall
Buffet Lunch (international variety)	300 persons banquet setup at Conference Hall
PM Snacks	300 persons banquet setup at Conference Hall

- Drinks: At least one round of chilled juices during lunch and snacks
- Provision of mints/candies
- Final menu is for PCC approval

PCC Fellowship Night (30 January 2020)

MEAL	SETUP
Buffet Dinner (international variety)	200 persons banquet setup at Banquet Hall

- At least one round of chilled juices
- Final menu is for PCC approval

C. Room Accommodation

- Availability of rooms with the following details:

Check-in Date	Check-out Date	Room Type	Number of Rooms
January 28	February 1	Single Occupancy (king-size bed)	2
January 29	February 1	Single Occupancy (king-size bed)	10
January 29	February 1	Twin Occupancy (individual beds)	6

- Specifications:
 - Size: at least 36-42 square meters
 - Free in-room wired internet access and Wi-Fi access
 - Complimentary breakfast buffet
 - Free access to hotel amenities

D. Hotel-Airport Transfers

- Provide airport-hotel-airport transfers for each of the twelve (12) single occupancy room guests from 28 January-1 February 2020

E. Other requirements

- Same special corporate rates given to PCC for accommodation should be extended to attendees of the event should they require room accommodation
- Provision of complimentary car passes for at least 10% of the total number of participants, and a flat parking rate for the rest of the attendees
- Free unlimited Wi-Fi internet connection in all areas and throughout the function halls
- Use of electric outlets for electronic/digital devices with no additional charges at the Foyer, Breakout and Secretariat Rooms, and Conference and Banquet halls

IV. Approved Budget for the Contract (ABC)

The ABC is **Three Million Six Hundred Twenty-Seven Thousand Pesos Only (Php 3,627,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly. The contract price shall include all the costs and profits arising from, or in relation to the services rendered in connection with the engagement and until the end of the contract.

V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

VI. Mode of Procurement

The procurement of Venue including Food and Accommodation and Airport Transfers for the 2020 Manila Forum shall be done through Negotiated Procurement provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VII. Payment Scheme

The following payment shall be made to the provider according to the schedule below:

Schedule	Percent of Contract Amount
Upon signing of contract and submission of Event Order Agreement	50%
Within 15 days upon the issuance of the following: a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC	50%
Total	100%

VIII. Prohibitions of the Contract

The service provider shall not subcontract any work, service or requirements stated in the TOR except for transport services.

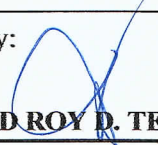
IX. Liquidated Damages

If the supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in the 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 the unperformed portion of every day of delay. 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.

X. 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
1. General		
- Located within a linear distance of ten (10) kilometers from Manila City Hall.		
- With a wide range of options for accommodations, transportation, recreation, entertainment, business centers and historical sites in Manila		
- At least a 4-star hotel or equivalent		
- DOT accredited		
- Compliant with international standards of excellent practice: OHSAS 18001:2007 (occupational health and safety management) and ISO 14001:2004 (environmental management systems)		
- With Certificates of Satisfactory Service Rating (CSSRs) from previous government and private clients (attach CSSRs to prove the claim)		
2. Conference/Function Rooms and Food Services Requirements		
A. Conference Hall		
One (1) air-conditioned conference room with the following specifications and/or requirements:		
➤ Room availability: 30-31 January 2020 from 8:00 AM to 5:00 PM		
➤ Allowance for ingress and egress as required in this TOR		
➤ Availability for the conduct of the dry-run from 6:00pm onwards depending on the availability		
➤ Can accommodate at least 300 persons (in banquet set-up)		
➤ Size of at least 500 square meters and preferably a ceiling height of at least 7 meters		
➤ Can accommodate a stage setup of at least 27x36sqm and provision of space for LED walls		
➤ Provision of writing materials: whiteboard/flip chart, markers, erasers		
➤ Provision of sound/audio system, with at least 6 wireless microphones		
➤ Provision of motorized projector and screen		
B. Banquet Hall for PCC Fellowship Night		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
One (1) air-conditioned conference room with the following specifications and/or requirements:		
➤ Room availability: 30 January 2020 from 5:00 PM to 11:00 PM		
➤ Preferably adjacent to the Conference Hall or within the same floor of the Conference Hall		
➤ Can accommodate at least 200 pax (in banquet set-up)		
➤ Size of at least 400 square meters and preferably a ceiling height of at least 7 meters		
➤ Can accommodate a stage setup of at least 27x36sqm and provision of space for LED walls		
➤ Provision of sound/audio system, with at least 4 wireless microphones		
➤ Provision of motorized projector and screen		
C. Breakout room (for Media Briefing/Media Room)		
One (1) air-conditioned conference/ function room with the following specifications and/or requirements		
➤ Room availability: 30-31 January from 8:00 AM to 5:00 PM		
➤ Can accommodate at least 50 persons each (in classroom setup)		
➤ Size of at least 80 square meters and elevated stage for at least 6 persons		
➤ Adjacent or within the same floor as the Conference Hall		
➤ Provision of sound/audio system, with at least 4 wireless microphones		
➤ Provision of motorized projector and screen		
D. Secretariat/Holding Room		
One (1) air-conditioned room that will serve as secretariat room for PCC staff and events management and holding room for VIP guests		
➤ Room availability: 30-31 January from 8:00 AM to 5:00 PM		
➤ Can accommodate at least 30 persons		
➤ With provision of tables and chairs		
➤ Adjacent or within the same floor as the Conference Room		
E. Foyer Area		
➤ Availability: 30 January 2020 from 8:00AM to 5:00 PM; and 31 January		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
2020 from 8:00AM to 3:00PM		
➤ Can accommodate the setup of a conference registration area, photo wall, and lounge area for a simultaneous arrival and/or use of 300 persons		
➤ Can accommodate conference staging requirements such as lounge areas		
➤ Within the same floor as the Conference and Fellowship Night Halls		
➤ Setup of cocktail tables outside the conference and banquet halls		
➤ Fully-airconditioned foyer area, with provision of cooling fans as needed		
3. Room Accommodation		
- Availability of room requirement as specified above (28 January-1 February)		
- Size: at least 36-42 square meters		
- Free in-room wired internet access and Wi-Fi access		
- Complimentary breakfast buffet		
- Free access to hotel amenities		
- Provision of airport-hotel-airport transfers for single occupancy rooms		
4. Other requirements		
- Same special corporate rates given to PCC for accommodation should be extended to attendees of the event should they require room accommodation		
- Provision of car passes for at least 10% of the total number of participants, and a flat parking rate for the rest of the attendees		
- Free unlimited Wi-Fi internet connection in all areas and throughout the function		
- Use of electric outlets for electronic/digital devices with no additional charges at the Foyer, Breakout and Secretariat Rooms, and Conference and Banquet Halls		
5. Payment Scheme The PCC shall pay 50% of the total expected contract price upon the signing of contract and submission of BEO and the balance (50%) thereof shall be paid within 15 days upon issuance of the following:		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
<ul style="list-style-type: none"> - Billing statement by the Service Provider; and - Certificate of Satisfactory Service issued by PCC 		
6. FINANCIAL PROPOSAL The ABC is Three Million Six Hundred Twenty-Seven Thousand Pesos Only (Php 3,627,000.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.		

Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date