

REQUEST FOR QUOTATION

Procurement of Catering Services Provider for the Conduct of Campus Tour on Competition Law and Policy (Legazpi City Leg)

P.R. No./Date Received: **201908-0183/August 6, 2019**

RFQ No./Date: **201908-0161/August 8, 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:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- BIR Certificate of Registration in case of individual
- Latest Income/ Business Tax Return
- Omnibus Sworn Statement
- Signed Terms of Reference

This pro-forma quotation may be 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 modizon@phcc.gov.ph on or before **15 AUGUST 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. Bids should not exceed the Approved Budget for the Contract (ABC).
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 5% R-VAT and 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.

Very truly yours,


JESON Q. DELA TORRE
AO, SIC Director and PBAC Secretariat Head

Item No.	QTY	ABC	ITEM/DESCRIPTION	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 100,000.00	Procurement of Catering Services Provider for the Conduct of the Campus Tour on Competition Law and Policy (Legazpi City Leg) on September 11, 2019			
			Please see attached Terms of Reference			
Total Lot ABC		₱ 100,000.00	TOTAL Amount			
Delivery Period:			See attached Terms of Reference			
Delivery Site:			PCC Office at above address			

(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 : _____
Name/Designation : _____
Name of Company : _____
Address : _____
Telephone/Fax : _____
E-mail Address : _____
TIN : _____



Management
System
ISO 9001:2015



www.tuv.com
ID: 310852446

TERMS OF REFERENCE

Provision of Catering Services for the Conduct of the Campus Tour on Competition Law and Policy (Legazpi City leg) on September 11, 2019 at the Bicol University-College Business, Economics, and Management, Daraga, Albay

I. Rationale/Objective

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

The Campus Tours represent an investment in the future of CLP in this country, and PCC's role in that future. Creating a culture of competition requires that we invest in the youth. By arming them with information on the benefits of fair and effective markets, and of the role of competition policy in this, we not only spread awareness about the relevance of competition policy to their lives, but also generate enough interest that in the future, some of them will take up the cudgels of promoting fair and effective markets. To these ends, we create a cadre of competition advocates now and potential PCC recruits in the future.

In view of this, the **CKMO-Training and Advocacy Division** will conduct the Campus Tour on Competition Law and Policy in Legazpi City on September 11, 2019 at the Bicol University-College Business, Economics, and Management, Daraga, Albay. An external services provider shall be contracted to provide catering services.

II. Participants

The event will gather 100 participants which includes PCC resource speakers and Bicol University-College Business, Economics, and Management, Daraga, Albay (BU-CBEM) officials, professors, and students.

III. Scope of Work and Specifications

Provision of catering services with the following technical specifications taking into consideration the rating factors under Annex "H" of Revised IRR of RA 9184 for Negotiated Procurement:

A. Availability

- Must be able to provide Catering Services on September 11, 2019
- The winning bidder shall:
 - Provide catering services for 100 pax;
 - Serve AM snacks, lunch, and PM snacks in setup specified below



B. Food Services Requirement

- AM Snacks, Buffet Lunch, PM Snacks for 100 persons

MEAL	SETUP
AM Snacks	Packed pasta with sandwich and at least 250 ml bottled water for 100 pax, to be distributed at the function room
Lunch	Meals to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, and beef), rice, dessert to be distributed at the function room and a room for school officials and organizers -Packed meals for 80 pax -Family type service for 20 pax, including banquet tables and chairs
PM Snacks	Packed pastry and at least 250 ml bottled juice drink for 100 pax, to be distributed at the function room

- Free-flowing coffee and tea, with provision for water station, throughout the function

- Proposed menu must be submitted to PCC for approval;
- Provide plates, glasses, spoons, forks, and other cutleries to be used during meals;
- Provide adequate staff to set up food, utensils, set up banquet table and at least two (2) uniformed waiters during the activity
- Secure entrance permit/s from the university, if necessary
- Ensure the quality of the food to be served
- Ensure proper clean up of garbage after the activity

C. Client's satisfactory rating. With satisfactory rating from previous clientele.

IV. Approved Budget for the Contract (ABC)

The ABC is **One Hundred Thousand Pesos only (Php 100,000.00)** inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. 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.

VI. Payment Scheme

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

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

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

VII. Liquidated Damages

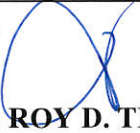

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages 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.

VIII. 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:
<hr/>
Name and Signature of Authorized Representative
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Designation
<hr/>
Company
<hr/>
Date
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ANNEX A

Particulars		NAME OF SERVICE PROVIDER	
		Availability (Mark with "X")	Remarks
A. Availability			
- Able to provide catering services on September 11, 2019			
- Provide catering services to 100 persons			
B. Food Services requirement			
- Provision of AM snacks, lunch, and PM snacks:			
MEAL	SETUP		
AM Snacks	Packed pasta with sandwich and at least 250 ml bottled water for 100 pax, to be distributed at the function room		
Lunch	Meals to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, and beef), rice, dessert to be distributed at the function room and a room for school officials and organizers		
	-Packed meals for 80 pax -Family type service for 20 pax, including banquet tables and chairs		
PM Snacks	Packed pastry/sandwich and at least 250 ml bottled juice drink for 100 pax, to be distributed at the function room		
➤ Free-flowing coffee and tea, with provision for water station, throughout the function			
➤ Proposed menu must be submitted to PCC for approval;			
- Provide plates, glasses, spoons, forks, and other cutlery to be used during meals;			
- Provide adequate staff to set up food, utensils, set up banquet table and at least two (2) uniformed waiters during the activity			
- Secure entrance permit/s from the university, if necessary			
- Ensure the quality of the food to be served			
- Ensure proper cleanup of garbage after the activity			
C. Client's satisfactory rating. With satisfactory rating from previous clientele.			

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
D. Payment Scheme Full payment of the contract shall be paid within 15 days after the issuance of the following: <ol style="list-style-type: none"> Billing statement by the Service Provider; and Certificate of Satisfactory Service issued by PCC. Billing statement must be provided by the Service Provider within seven (7) days upon conclusion of event.		

FINANCIAL PROPOSAL The ABC is One Hundred Thousand Pesos only (Php 100,000.00) inclusive of all applicable government taxes and service charges. In case of additional food for participants, cost per participant will be charged accordingly.		
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Conforme:
<hr/> Name and Signature of Authorized Representative
<hr/> Designation
<hr/> Company
<hr/> Date