

## REQUEST FOR PROPOSAL

### **Provision of Catering Services for the Conduct of the Orientation on the Philippine Competition Act (PCA) and National Competition Policy (NCP) under the Champions of Competition - Competition Local Advocacy Network (CLAN) Project at Palawan State University on 18 July 2024 & 30 September 2024**

P.R. No./Date Received: 2024-07-0139 / 01 July 2024

RFQ/P No. / Date: 2024-07-0156 / 05 July 2024

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.

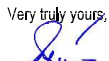
**Required Documents/Information to be submitted as Attachments to the Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (may be submitted prior to the award of the contract)
- Signed Request for Proposal
- Signed Technical Specifications

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](mailto:procurement@phcc.gov.ph) or [iffuna@phcc.gov.ph](mailto:iffuna@phcc.gov.ph) on or before **10 July 2024, 5:00PM** 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 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 **Technical Specifications**.
10. Please note that the **award of the procurement is on a per lot basis**.

Very truly yours,

  
**ROMMEL R. OJRA**  
Head, PBAC Secretariat

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					<i>(To be filled-out by the supplier)</i>	
1		lot	P 75,750.00	Provision of Catering Services for the Conduct of the Orientation on the Philippine Competition Act (PCA) and National Competition Policy (NCP) under the Champions of Competition - Competition Local Advocacy Network (CLAN) Project at Palawan State University on 18 July 2024 & 30 September 2024		
				<i>(Please see attached Technical Specifications)</i>		
<b>Total ABC (Per Lot)</b>			<b>P 75,750.00</b>	<b>TOTAL Amount per lot</b> <i>(Award of Procurement is on a per lot basis)</i>		
<b>Delivery Instructions:</b>				<i>(Please see attached Technical Specifications)</i>		

*(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*

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## TECHNICAL SPECIFICATIONS

### PROVISION OF CATERING SERVICES FOR THE CONDUCT OF THE ORIENTATION ON THE PHILIPPINE COMPETITION ACT (PCA) AND NATIONAL COMPETITION POLICY (NCP) UNDER THE CHAMPIONS OF COMPETITION— COMPETITION LOCAL ADVOCACY NETWORK (CLAN) PROJECT AT PALAWAN STATE UNIVERSITY

#### I. RATIONALE

The Philippine Competition Commission (PCC), through its Communications and Knowledge Management Office- Capacity Building and Advocacy Division (CKMO- CBAD), has launched its second strategic initiative, the Champions of Competition Program last FY 2023. One of its projects is the Competition Local Advocacy Network (CLAN), which aims to increase awareness of PCC's mandate in areas outside the National Capital Region.<sup>1</sup>

The PCC entered into a three-year Partnership Agreement (PA) with Palawan State University (PSU) on 02 April 2024. Under the PA, the PSU CLAN Training Team will conduct orientations on the Philippine Competition Act (PCA) and the National Competition Policy (NCP), and the PCC shall provide catering services for the events. The training team has proposed to conduct their orientation seminars on 18 July 2024 and 30 September 2024 at the PSU - Puerto Princesa Campus.

#### II. PARTICIPANTS, SCHEDULE, AND VENUE

Schedule		Number of Pax
First Run	18 July 2024	75 pax ( <i>including participants, facilitators, and secretariat</i> )
Second Run	30 September 2024	75 pax ( <i>including participants, facilitators, and secretariat</i> )
<b>TOTAL</b> ( <i>for both runs</i> )		<b>150 pax</b>

The venue for both runs of the activity would be at Palawan State University – Main Campus, University Road, Puerto Princesa, Palawan.

#### III. SCOPE OF WORK AND JOB SPECIFICATIONS

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<sup>1</sup> PCC's Concept Note on the Champions of Competition Program FY 2022-2024.

Provision of catering services with the following technical specifications taking into consideration the rating factors under Annex “H” of revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 for Negotiated Procurement-Small Value Procurement:

**A. Availability and Location**

- Must be able to provide Catering Services on abovesaid schedule at Palawan State University–Puerto Princesa Campus for both runs.
  - The winning bidder shall provide catering services for **150 pax: 75 pax for the first run (18 July) and 75 for the second run (30 September)**; and
  - Serve lunch and snacks in a setup specified in the Service Requirements below.

**B. Meal and Service Requirement**

- Snacks and Buffet lunch for 150 pax (*specific number of pax per run varies. Please refer to Section II*)

MEAL	SETUP
Lunch	<p>Meals to include at least one (1) soup or one (1) vegetable dish, two (2) meat dishes (chicken/pork, and beef), rice, and dessert to be served at the venue.</p> <p>-Drinks: one round of iced tea or fruit juice for lunch and for snacks</p> <p>-Set-up, banquet tables and chairs for the number of pax per run with excess of 10% of the total number for contingency (supplier’s own)</p>
AM Snacks	Plated servings of one (1) heavy meal (pasta, savory bread, etc.) with one (1) type of finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and one round of iced tea or fruit juice for number of pax per run.
PM Snacks	Plated servings of one (1) heavy meal (pasta, savory bread, etc.) with one (1) type of finger food (e.g. chicken lollipop, <i>lumpiang shanghai</i> , etc.) and one round of iced tea or fruit juice for number of pax per run.

- Allot time for ingress at least (1-2) hours before the program starts at 8:00 AM;
- Setup of free-flowing coffee and tea throughout the function hall, with provision for water station, including appropriate and sufficient glasses and cups;

- Proposed menu must be submitted to PCC for selection and approval;
- Set-up at least one (1) managed buffet station;
  - Provision of appropriate glassware/ceramic ware and flatware to be used during meals both for the plated and buffet set-up;
  - Provision of well-arranged and covered setup with clean and presentable linen; and
  - Provision of floor cover for the buffet station to protect the permanent carpet flooring from food and beverage spillage, ensuring cleanliness of buffet area all the time.
- Provide adequate staff to set up food, utensils, set up banquet table and at least three (3) uniformed waiters to assist in the distribution of food during the activity;
- Secure entrance permit/s from Palawan State University, if necessary;
- Ensure food safety and the quality of the food to be served;
- Egress immediately after the program at 5:00 PM; and
- Ensure proper cleanup of garbage after the activity.

### **C. Client's Satisfactory Rating**

- With at least one (1) satisfactory rating from a previous government client.

## **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is computed at **Seventy-five Thousand Seven Hundred and Fifty Pesos (Php75,750.00)** for the number of participants for both runs guaranteed in this Technical Specifications, and inclusive of all applicable government taxes and service charges. In the case of additional participants, cost per participant will be charged accordingly. However, the total additional cost shall not exceed ten percent (10%) of the original contract price in accordance with Annex D of the revised IRR of R.A. No. 9184.

## **V. MODE OF PROCUREMENT**

The mode of procurement shall be Small Value Procurement (SVP) pursuant to the provisions of RA No. 9184 and its revised IRR.

## **VI. PAYMENT SCHEME**

Payment shall be made to the provider according to the schedule below:

Schedule	Percent of Contract Amount
Payment within fifteen (15) business days after the conduct of the first run on <b>18 July 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.	50%
Payment within fifteen (15) business days after the conduct of the second run on <b>30 September 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.	50%

Payment shall be released and claimed within the PCC premises or be credited to the provider's bank account, net of applicable transfer charges.

#### **VII. REBOOKING AND REFUND POLICY**

Reservation dates can be amended within three (3) months from the original dates in the event of any of the following inevitable circumstances and emergency cases at least three (3) days prior to the arrival at the venue:

- Fortuitous events (e.g. natural disasters)
- Sickness and other medical emergencies
- Other important meetings/engagements requiring the presence of PCC officials.

#### **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 underperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC reserves the right to 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 order of application. The venue of proceedings shall be in Quezon City, Philippines.

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 Tenorio (Jun 28, 2024 17:27 GMT+8)  
**Arnold Roy D. Tenorio**

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**Acting Director IV, PCC-CKMO**

Date:

Conforme:

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**Name and Signature of Authorized Representative**

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**Designation**

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**Company**

**ANNEX A**

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
<b>A. Availability</b>		
- Able to provide catering services on 18 July 2024 and 30 September 2024.		
- Provide catering services for 150 persons. <i>Specific number of pax per run varies. Please refer to Section II.</i>		
<b>B. Food Services Requirement</b>		
- Provision of lunch, snacks, and drinks as specified in the Technical Specifications		
- Setup of free-flowing coffee and tea throughout the function hall, with provision for water station, including appropriate and sufficient glasses and cups;		
- Proposed menu must be submitted to PCC for selection and approval;		
- Set-up at least one (1) managed buffet station;		
o Provision of appropriate glassware/ceramic ware and flatware to be used during meals both for the plated and buffet set-up;		
o Provision of well-arranged and covered setup with clean and presentable linen; and		
o Provision of floor cover for the buffet station to protect the permanent carpet flooring from food and beverage spillage, ensuring cleanliness of buffet area all the time		
- Provide adequate staff to set up food, utensils, set up banquet table and at least three (3) uniformed waiters to assist in the distribution of food during the activity;		
- Secure entrance permit/s from the Palawan State University, if necessary;		
- Ensure food safety and the quality of the food to be served; and		
- Ensure proper cleanup of garbage after the activity		
<b>C. Client's Satisfactory Rating</b>		

Particulars	NAME OF SERVICE PROVIDER	
	Availability (Mark with "X")	Remarks
- With satisfactory rating from at least one (1) government client		
<p><b>D. Payment Scheme</b></p> <p>Payment shall be made to the provider according to the schedule below:</p> <p>50% - Payment within fifteen (15) business days after the conduct of the first run on <b>18 July 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.</p> <p>50% - Payment within fifteen (15) business days after the conduct of the second run on <b>30 September 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.</p>		

<b>FINANCIAL PROPOSAL</b>		
<p>The ABC is computed at <b>Seventy-five Thousand Seven Hundred and Fifty Pesos (Php75,750.00)</b> for the number of participants for both runs guaranteed in this TOR, and inclusive of all applicable government taxes and service charges. In the case of additional participants, cost per participant will be charged accordingly. However, the total additional cost shall not exceed ten percent (10%) of the</p>		



original contract price in accordance with Annex D of the revised IRR of R.A. 9184.		
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