

REQUEST FOR PROPOSAL

Provision of Venue including Food and Accommodation for the Conduct of the Operational Planning Workshop of the Communications and Knowledge Management Office for FY 2023-2024

P.R. No./Date Received: 2022-11-0207 / 10 November 2022

RFQ/P No. / Date: 2022-11-0205 / 16 November 2022

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** 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.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- 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 procurementunit@phcc.gov.ph or (assigned PBAC Sec email amfrancisco@phcc.gov.ph) on or before **18 November 2022, 3:00 PM** 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**.

Very truly yours,


JESON O. DELA TORRE
PBAC Vice Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	P 148,500.00	Provision of Venue including Food and Accommodation for the Conduct of the Operational Planning Workshop of the Communications and Knowledge Management Office for FY 2023-2024	
			<i>(Please see attached Terms of Reference)</i>	
Total Lot ABC		P 148,500.00	TOTAL Amount:	
Delivery Instructions:			<i>(Please see attached Terms of Reference)</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 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

Procurement of Live-in Activity Package including use of function room and other facilities, and provision of meals and accommodation for the conduct of the CKMO Operational Planning or FY 2023 – 2024

I. Background

The Philippine Competition Commission's (PCC) **Communications and Knowledge Management Office (CKMO)** leads the advocacy efforts of the agency to foster a culture of competition in the country. It identifies areas of concern for the PCC, formulates strategies, executes programs, and creates mechanisms to engage its stakeholders. CKMO collaborates with relevant business groups, consumer associations, and statutory bodies to enhance awareness and understanding of the Philippine Competition Act (PCA). The Office facilitates partnerships with key sector regulators that have concurrent jurisdiction for competition law and enforcement. CKMO helps improve the technical capacity of other PCC units in competition policy and law through the Office's knowledge management and training functions.

To ensure that CKMO's efforts, plans and programs are aligned with PCC's advocacies and organizational plans, and pursuant to Office Circular No. 2022-008 dated 19 October 2022, the CKMO will conduct this Operational Planning for FY 2023 – 2024, which aims to achieve the following:

- a) Cascade the Commission directives and PCC targets under the Provisional Governance Scorecard for FY 2023-2024;
- b) Assess the operational issues, particularly the gaps, opportunities and risks that affect the achievement of the targets of the Office/Unit;
- c) Finalize the Strategic Initiative Profiles for FYs 2023-2024;
- d) Set the Office/Unit performance objectives, measures and targets through the development of the Office/Division Performance Scorecard (OPS/DPS) for FY 2023, including the Measure Profiles;
- e) Recalibrate the FY 2023 Office/Unit Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP) under the Regular Agency Budget (RAB);
- f) Develop the FY 2023 WFP under the Six-Year Official Development Assistance Loan from the Asian Development Bank for the Capacity Building to Foster Competition Project (ADB Loan);
- g) Develop the FY 2024 Office/Unit WFP and PPMP under the RAB and ADB Loan;

- h) Provide inputs to the proposed PCC Information Systems Strategic Plan (ISSP) for FY 2024-2026;
- i) Provide Inputs to the Agency-Level FY 2023 Risk and Opportunity Registers including Action Plan; and
- j) Develop the Office-Level FY 2023 Risk and Opportunity Registers including Action Plan.

II. Participants

A total of twenty-two (22) officials and staff from PCC CKMO are expected to attend.

III. Scope of Works and Specifications

The selection of venue shall be evaluated based on the following technical specifications vis-à-vis rating factors under Annex “H” of Revised Implementing Rules and Regulations (IRR) of the Republic Act No. (RA) 9184 for Lease of Real Property and Venue:

A. Availability. Venue and accommodation must be available on 23 and 24 November 2022.

B. Location and Site Condition

- Located in Antipolo City, Rizal.
- Provision of parking space for at least 10% of the participants.
- Accessible to Police and Fire Stations, Restaurants, Banking and Hospital / Emergency services.

C. Facilities

- Must be a Department of Tourism (DOT)-accredited accommodation facility
- Well-maintained building facilities such as but not limited to water supply and toilet; well-ventilated function rooms; lighting system; fire escapes; firefighting equipment; internet and telecommunications; and audio and visual equipment.
- Building must not be more than 10 years old from the date of establishment.
- Security (i.e., with CCTV facilities and visible security personnel)
- PWD-friendly facilities
- Open/free access to relaxation/team-building facilities

D. Conference/ Function Room

- One (1) air-conditioned and well-lit conference / function room with the following specifications:
 - Function room availability: November 23 (10 am to 10 pm) and November 24 (8 am to 4 pm)
 - Allowance of at least 1 hour for ingress and egress before and after the activity.

- Can accommodate twenty-two (22) participants (classroom or banquet set-up) with social distancing.
- Provision of sound/audio system with at least two (2) microphones;
- Provision of widescreen and LCD projector;
- Provision of unlimited high-speed Wi-Fi / wired internet connection (*at least 100mbps*)
- Provision of whiteboard with markers and erasers / flip chart
- Provision of notepads/paper, pencils, among others
- Use of function room electrical outlets and extension cords with no additional charges

E. Food Service Requirements

- Free-flowing coffee and tea, with provision for water station, throughout the function/activity
- Provision of mints/candies during the function/activity
- Food provisions must be enough for at least twenty-two pax, as follows:

23 November

AM and PM Snacks, Buffet Lunch, and Buffet Dinner

- Buffet to include, at the minimum, 2 main dishes (fish or chicken / pork or beef), 1 vegetable dish, 1 appetizer/soup, 1 dessert, with fresh fruits, rice.

24 November

- AM and PM Snacks, and Buffet Lunch
- Buffet to include, at the minimum, 2 main dishes (fish or chicken and pork or beef), 1 vegetable dish, 1 appetizer/soup, 1 dessert, with fresh fruits, rice.

F. Room Accommodation Requirements

- Preferred accommodation configuration: Twin sharing rooms for 18 pax, single occupancy rooms for 4 pax

Check-in Date	Check-out Date	Room Type	Number of Room(s)	Number of Occupant
23 November	24 November	Single Occupancy <i>(at least queen-size bed)</i>	4	1 pax per room
23 November	24 November	Twin Sharing <i>(two separate double-size beds)</i>	9	2 pax per room

- Complimentary breakfast and drink for all registered occupants

IV. Approved Budget for the Contract (ABC)

The total estimated ABC for the procurement is **One Hundred Forty-Eight Thousand Five Hundred Pesos (Ph148,500.00)**, inclusive of all applicable government taxes and service charges.

V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the revised IRR of R.A. No. 9184. The bid is determined to be responsive if it is equal to or higher than the hurdle rate of **80**. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this TOR, and pertinent documents as proof/means of verification.

VI. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Lease of Venue which covers the provision of food, venue, and other facilities, provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

VII. Payment Scheme

Full payment of the contract shall be paid within fifteen (15) business days after the issuance of the following:

- 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) business days upon conclusion of the event.


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 unperformed 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 the order of application. The venue of the proceedings shall be 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.


Arnold Roy D. Tenorio (Nov 10, 2022 15:27 GMT+8)
ARNOLD ROY D. TENORIO
Director III, CKMO

ANNEX A

PARTICULARS	NAME OF VENUE	
	(MARK WITH “√” OR “X”)	REMARKS
I. Availability		
➤ Venue and accommodation must be available on 23 and 24 November 2022		
II. Location and Site Condition		
➤ Located in Antipolo, Rizal		
➤ Provision of parking space for at least 10% of participants		
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal		
III. Facilities		
➤ Must have Department of Tourism accredited		
➤ Must have well-maintained building facilities in accordance with the ToR		
➤ Building must not be more than 10 years old from the date of establishment		
➤ With CCTV facilities and visible security personnel		
➤ PWD-friendly		
➤ Open/free use of relaxation/team-building facilities		
IV. Conference / Function Room		
➤ One (1) Air-conditioned conference / function with the following provisions: <ul style="list-style-type: none"> ✓ Available on 23 November (10am to 10pm) and 24 November (8am to 4pm); ✓ Allowance for ingress and egress of at least an hour; ✓ Can accommodate at least twenty-two participants with proper social-distancing ✓ Sound / audio system with at least two (2) microphones; ✓ Widescreen and LCD projector; ✓ Unlimited high-speed (<i>at least 100mbps</i>) Wi-Fi internet connection; 		

PARTICULARS	NAME OF VENUE	
	(MARK WITH “√” OR “X”)	REMARKS
<ul style="list-style-type: none"> ✓ Whiteboard with markers and erasers / flip chartpaper; ✓ Notepad / paper, pencils among others; ✓ Mints / candies; and ✓ Electrical / extension outlets for laptops and other devices with no additional charge 		
V. Food Service Requirements		
<ul style="list-style-type: none"> ➤ Free-flowing coffee / tea with water station during the activities; ➤ Mints / candies for the participants during the activities; ➤ Food provisions must be enough for at least twenty-two pax: <ul style="list-style-type: none"> ✓ 23 November : AM & PM Snack and Buffet lunch & dinner ✓ 24 November : AM & PM Snack and Buffet lunch ✓ Buffet must consist of the following, at the minimum: <ul style="list-style-type: none"> ▪ <i>One appetizer / soup</i> ▪ <i>2 main dishes (fish or chicken and pork or beef)</i> ▪ <i>1 vegetable dish</i> ▪ <i>Dessert</i> ▪ <i>Fresh Fruits</i> ▪ <i>Rice</i> 		
VI. Room Accommodations		
<ul style="list-style-type: none"> ➤ Nine twin-sharing rooms for 18 pax and four single occupancy rooms ✓ Check-in: 23 November; Check-out: 24 November ✓ Single occupancy rooms with at least queen-sized bed ✓ Twin-sharing rooms with separate double beds ✓ Complimentary breakfast with drinks for the occupants 		
<p>Payment Schemes:</p> <ul style="list-style-type: none"> ➤ <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i> 		

PARTICULARS	NAME OF VENUE	
	(MARK WITH "√" OR "X")	REMARKS
a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC		
FINANCIAL PROPOSAL ➤ The ABC is One Hundred Forty-Eight Thousand Five Hundred Pesos (PhP 148,500.00) inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.	Estimated Amount per pax per day PhP _____	

CONFORME:

Name and Signature of Authorized Representative

Designation

Company

Date