

**REQUEST FOR PROPOSAL**

**Provision of Venue including Food, Accommodation, and Conference Rooms for the Conduct of PCC i-Station Conference on Market Competition in the Food and Agriculture Sector in Baguio City on 12-14 December 2022**

P.R. No./Date Received: 2022-12-0245 / 2 December 2022

RFQ/P No. / Date: 2022-12-0239 / 6 December 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 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](mailto:procurementunit@phcc.gov.ph) or [amfrancisco@phcc.gov.ph](mailto:amfrancisco@phcc.gov.ph) on or before **9 December 2022, 9:00 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**.

Very truly yours,

  
ATTY. JOSEPH MELVIN B. BASAS  
PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	₱ 386,000.00	Provision of Venue including Food, Accommodation, and Conference Rooms for the Conduct of PCC i-Station Conference on Market Competition in the Food and Agriculture Sector in Baguio City on 12-14 December 2022	
			<i>(Please see attached Terms of Reference)</i>	
<b>Total Lot ABC</b>		<b>₱ 386,000.00</b>	<b>TOTAL Amount:</b>	
<b>Delivery Instructions:</b>			<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

### **Provision of Venue including Food, Accommodation, and Conference Rooms for the Conduct of PCC i-Station Conference on Market Competition in the Food and Agriculture Sector in Baguio City on 12-14 December 2022**

#### **I. Rationale/Objective**

The Philippine Competition Commission (PCC), through the partnership of the Office of Commissioner Marah S. Querol (OCMSQ) and the Communications and Knowledge Management Office (CKMO), will conduct the PCC i-Station Conference on Market Competition in the Food and Agriculture Sector on 13 December 2022 in Baguio City.

The activity is part of the advocacy initiatives for the Baguio i-Station to serve the communities in Northern Luzon. It aims to:

- a. deepen stakeholders' appreciation and understanding of competition law and policy;
- b. discuss the role of PCC alongside other government agencies in the enforcement of competition laws;
- c. thresh out prevailing competition issues in the food and agriculture sector, particularly in Cordillera Administrative Region;
- d. develop mechanisms for improving interface among the stakeholders, the PCC, and other regulatory agencies in addressing competition issues; and
- e. increase visibility of the Baguio i-Station in the relevant community.

The activity shall also mark the first-year anniversary of the Baguio i-Station that was inaugurated on 08 November 2021. It would give PCC officials an opportunity to visit the Baguio i-Station and to meet with officials from the University of the Philippines – Baguio for possible joint research projects.

#### **II. Participants**

The event will gather **120 participants**, including members from other government agencies, local stakeholders in Baguio City, and PCC officials and staff from Manila and Baguio.



### III. Scope of Work and Specifications

A venue with the following technical specifications, taking into consideration the rating factors for lease of venue under Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184:

#### A. Availability

- Meeting package and accommodation must be available on **12-14 December 2022 (detailed requirements per day specified below)**

#### B. Location and site condition

- Located within Baguio City
- Provision of parking space for at least 20 vehicles
- Accessible to all modes of public transportation
- Accessible to police and fire stations, hospitals & clinics, and banks
- Must have sanitation and health condition license/permit

#### C. Facilities

- Must be a Department of Tourism (DOT)-accredited accommodation facility
- Must have a Safety Seal granted by the Department of Trade and Industry
- Well maintained building/resort 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-visual equipment
- Building and facilities not more than 10 years old since date of establishment are preferred
- Security: With CCTV facilities and **visible security personnel**
- PWD-friendly facilities

#### D. Conference/Function Room

- Air-conditioned conference/function room with the following specifications and/or requirements:
  - Function room availability: **13 December 2022 (07:00 AM to 6:00 PM)**
  - Can accommodate 120 pax in cabaret/half-moon setup
  - Registration table and event signage
  - Provision of sound/audio system
  - Provision of a widescreen and LCD projector
  - Free unlimited Wi-Fi internet connection
  - Provision of pads and pencils
  - Provision of at least 4 wireless microphones
  - Use of conference room electrical outlets with no additional charges

#### E. Food Services Requirements (13 December 2022)

- Free-flowing coffee, tea, and water throughout the function
- Provision of mints/candies during the function

- AM Snacks, Buffet Lunch, PM Snacks for a guaranteed number of 120 pax

MEAL	SETUP
AM Snacks	Plated
Lunch	Buffet to include salad, soup, 1 vegetable dish, 3 meat dishes (fish, chicken/pork, beef), rice, pasta, dessert (with fresh fruits)
PM Snacks	Plated

- Drinks: Provision of iced tea or lemonade during snacks and lunch

#### F. Room Accommodation Requirements

- Availability of rooms with the following details:

Check-in Date	Check-out Date	Room Type	Number of Room(s)	Number of Occupant
12 December	14 December	Single Occupancy (at least queen-size bed)	12	1 pax per room
		Twin Sharing (two separate double-size beds)	17	2 pax per room

For a total accommodation of forty-six (46) pax.

- Specifications:
  - Fully-airconditioned
  - Free unlimited and reliable high-speed Wi-Fi internet connection
  - Free use of towel, soap, shampoo and other bath toiletries/amenities
  - With free bottled drinking water every day
  - Free use of swimming pool, gym, and/or other recreational facilities
  - Complimentary Breakfast for all registered occupants

**G. Client's satisfactory rating.** With satisfactory rating from previous government clientele.

#### IV. Approved Budget for the Contract (ABC)

The ABC is computed at **Three Hundred Eighty-Six Thousand and Pesos (PhP 386,000.00)** for the number of participants guaranteed in this TOR and of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

#### V. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated following the criteria prescribed under Annex H of the Revised IRR of RA 9184. The bid is determined to be responsive if it is equal 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 document.

## **VI. Mode of Procurement**

The mode of procurement shall be under Negotiated Procurement which covers provision of food, venue, accommodation, and other facilities, provided under the Revised IRR of RA 9184.

## **VII. Payment Scheme**

Full payment of the contract shall be paid within 15 days from 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 7 days upon conclusion of event.

Payment shall be released within PCC premises.

## **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 (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay. 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:**

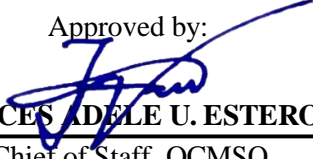
In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

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.

*(signature page follows)*

Approved by:



**FRANCES ADELE U. ESTERON**

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Chief of Staff, OCMSQ

Date:

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Conforme:

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**Name and Signature of Authorized Representative**

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**Designation**

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**Company**

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**Date**

*(Annex A follows)*

**ANNEX A**

To be conformed to by the bidder/offeror

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	Remarks
<b>1. Availability</b>		
Meeting package and accommodation must be available on <b>12-14 December 2022</b>		
<b>2. Location and Site Condition</b>		
- Located near/within Baguio City		
- At least a 3-star hotel or equivalent		
- Provision of parking space for at least 20% of total number of pax		
- Accessible to all modes of public transportation		
- Accessible to police and fire stations, hospitals, and banks		
- Must have sanitation and health condition license/permit		
<b>3. Facilities</b>		
- Must be a Department of Transportation (DOT)-accredited accommodation facility		
- Must have a Safety Seal granted by the Department of Trade and Industry.		
- Well maintained building/resort facilities such as: water supply and toilet; well-ventilated function rooms; lighting system; fire escapes; firefighting equipment; internet and telecommunications; audio visual equipment		
- Security: With CCTV facilities and visible security personnel		
- PWD-friendly facilities		
<b>4. Conference/Function Rooms</b>		
- Air-conditioned conference/function room available on: <b>13 December 2022 from 07:00AM to 6:00PM</b>		
- Registration table and event signage		
- Can accommodate 120 pax in half moon/cabaret table setup		
- Provision of sound/audio system		

Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	Remarks
- Provision of a widescreen and LCD projector with splitter		
- Free unlimited Wi-Fi internet connection		
- Provision of pads and pencils		
- Provision of at least 4 wireless microphones		
- Use of conference room electrical outlets with no additional charges		
<b>5. Food Services Requirement</b>		
- Free flowing coffee and tea and water throughout the function		
- Provision of mints/candies during the function		
- AM Snacks, Buffet Lunch (inclusions as specified above), PM Snacks for guaranteed number of 120 pax.		
- Drinks: Iced tea or lemonade during lunch & snacks.		
<b>6. Room Accommodation Requirements</b>		
- Availability of room requirement as specified above		
- Free unlimited and reliable high-speed Wi-Fi internet connection		
- Free use of towel, soap, shampoo and other bath toiletries/amenities		
- Free use of swimming pool, gym and/or other recreational facilities		
- With free bottled drinking water every day		
- Complimentary breakfast for all registered occupants		
<b>7. Other requirements</b>		
Security: With CCTV facilities and visible security personnel		
- PWD-Friendly		
- <b>Client's satisfactory rating.</b> With satisfactory rating from previous government clientele		
<b>8. Payment Scheme</b>		
Full payment of the contract shall be paid within 15 days from the issuance of the following: a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by PCC.		



Particulars	NAME OF HOTEL	
	Availability (Mark with "X")	Remarks
Billing statement must be provided by the Service Provider within 7 days upon conclusion of event.  Payment shall be released within PCC premises.		
<b>FINANCIAL PROPOSAL</b>  The ABC is computed at <b>Four Hundred Forty-Six Thousand and Fifty Pesos (PhP 446,050.00)</b> for the number of participants guaranteed in this TOR inclusive of all applicable government taxes and service charges.	<b>Estimated Amount per pax per day (in Php)</b>  <u>PhP</u>	
	<b>Total amount:</b>  <u>PhP</u>	

<p><b>Conforme:</b></p> <hr/> <p><b>Name and Signature of Authorized Representative</b></p> <hr/> <p><b>Designation</b></p>
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