

REQUEST FOR PROPOSAL

Procurement of Various Conference Supplies for the Conduct of the 10th ASEAN Competition Conference

P.R. No./Date Received: **2023-11-0235 / 16 November 2023**

RFQ/P No. / Date: **2023-11-0222 / 17 November 2023**

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 (to be submitted prior to issuance of Award)
- Latest Income / Business Tax Return
- Signed Technical Specifications
- Signed Request for Proposal

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 procurement@phcc.gov.ph or (assigned PBAC Sec email lvabano@phcc.gov.ph on or before **22 November 2023, 10:00 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 **Technical Specifications**.
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,


ATTY. JOSPEH MELVIN B. BASAS
PBAC Chairperson 

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	Lot	1	₱ 930,000.00	₱ 930,000.00	Procurement of Various Conference Supplies for the Conduct of the 10th ASEAN Competition Conference		
Total Lot ABC			₱ 930,000.00			TOTAL Amount :	
Delivery Instructions:						(Please see attached Technical Specifications)	

(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 : _____



Procurement of Various Conference Supplies for the Conduct of the 10th ASEAN Competition Conference on 29-30 November 2023, Manila, Philippines

Technical Specifications




I. Scope of Works

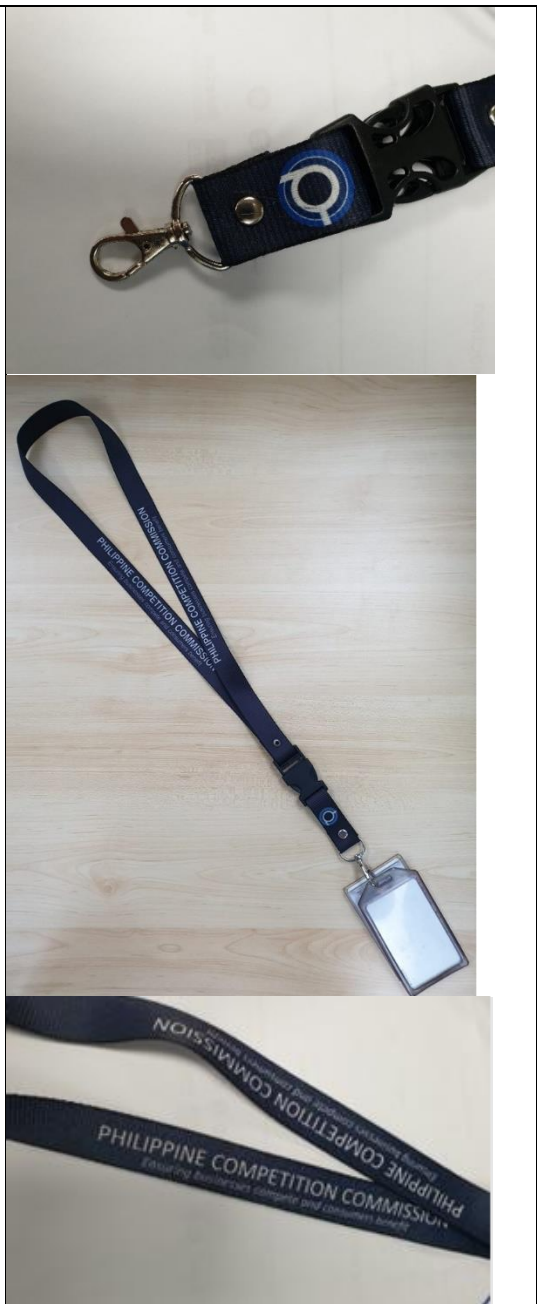

The PCC will engage the services of a firm that can produce various institutional tokens, conference kits relative to the conduct of the 10th ACC. Specifically, the firm are expected to perform the following tasks:

1. Produce the following event collaterals:
 - a. 200pcs. conference bags
 - b. 200pcs. conference pens
 - c. 200pcs. conference notebooks
 - d. 200pcs. conference lanyards and IDs
 - e. 200pcs. conference program or booklet
 - f. 200pcs. certificate holders
 - g. 70pcs. laptop/document folio/organizer
 - h. 70pcs. power strip
2. Coordinate with the event manager and PCC to ensure the timely delivery and accuracy of goods.

II. Terms/Delivery Schedule:

- Show samples similar to the required materials (pictures below) before submission of quotation
- Provide one mock-up per item within two (2) calendar days upon receipt of the job order.
- Get mock-up approval within 1 calendar day upon submission of the first version of the mock-up
- Deliver 100% quantity of each item four (4) calendar days upon approval of the mock-ups.
- Others Delivered items that are non-compliant with the specifications and the approved mock-up will be returned for outright replacement.

ITEM	SPECIFICATIONS	SAMPLE PHOTO
1. Metal pen	<p>Material: Metal (body), rollerball (pen)</p> <p>Color: navy blue and silver (body), black (ink)</p> <p>Print: Silkscreen printing</p> <p>Size: Standard Logo: white PCC logo, 1.5" (length)</p> <p>Quantity: 200 pcs.</p>	
2. Notebook	<p>Color: Black and/or Blue (</p> <p>Printing: UV print</p> <p>Cover: cardboard/ stiff board</p> <p>Inside: lined 80 pages</p> <p>Size: A5</p> <p>Style: Ruled notebook with a black elastic strap and pen loop</p> <p>Quantity: 200 pcs</p>	
3. Double-Sided Certificate Holder	<p>Size: A4 Size 210mm x 297 mm</p> <p>Material: Plastic</p> <p>Color: Royal Blue and/or Maroon and/or Black</p> <p>Quantity: 200pcs</p>	

<p>3. Lanyard and ID Holder</p>	<p>Attachments: side release buckle + G-hook, with PCC logo on attachment</p> <p>Must include the plastic/silicone ID holder, sized B7</p> <p>Color: White and or Black</p> <p>Print: Sublimation printing, one side</p> <p>Quantity: 200pcs</p>	
<p>4. Canvas Tote bag:</p>	<p>Size: L-13.5 x W-4 x H- 16"</p> <p>Material: Katsa 606 (body)</p> <p>Color: Off-white</p> <p>Print: 1 side, 3 colors sublimation print</p> <p>Quantity: 200 pcs.</p>	

5. Customized/Institutional Tokens

1. Laptop/Document Organizer/Folio

Size: 14.6 x 11.4 x 1 inch/es
Fits short/long/A4 bond paper, 13-15 laptop and small gadgets and accessories

Material: Leather or Leatherette/PU Leather with 2 small magnetic snap closures and with suede lining

Color: Black or Tan or Light Gray

Style: with zippered front pocket and with logo engraving or embossed on the flap

Quantity: 70pcs



Designed for Travel

5 Ports | 5V/2.4A | US Plug

12W
Smart Charging
12W Certificate

Non-Surge
Protector

FC
Safety



2. Portable/Travel Charging Board

USB Ports
2xAC Ports
2xUSB-A Ports
1xUSBC Port

	<p>Material: PC (Fireproof Material) Cord length: 4FT/120cm Type of Plug US Type</p> <p>Color: White and/or Black USB Total Output- QC 5V/2.4A 12 W Max Rated Power: 1250W, 10A Max, 125V</p> <p>Quantity: 70pcs</p> <p>Packaging of the folio/document envelope AND the portable/travel charging board should come in a box and wrapped in special paper with event branding/thank you card and twine</p>	
6.Conference Book/Programme	<p>Size: 10x7 inches Binding: saddle stitch Cover: Glossy laminated Cover Paper Type: Matte or C2S 220lbs. Printing: Digital printing Inside Page Paper Type: 120, matte Pages: 60-68 pages including front and back pages Color: Full color/Full bleed (cover and inside pages) Quantity: 200pcs excluding mock ups</p>	
<p>Note: High-resolution / PSD layout of the final design for actual manufacturing will be provided to the winning supplier.</p>		

Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for this project is **Nine Hundred and Thirty Thousand Pesos (PhP930,000.00)** inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement such as, among others, preparation, production, and delivery of conference supplies.

Conforme:

Approved by:
 Kenneth V. Tanate, PhD

Executive Director
Date:

Conforme:

Name and Signature
Date:
