

## REQUEST FOR PROPOSAL

### Procurement of Facilitator for the Conduct of FY 2024 PCC Team Building Activity

P.R. No./Date Received: 2024-05-0104 / 08 May 2024

RFQ/P No. / Date: 2024-05-0095 / 14 May 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
- Omnibus Sworn Statement (For ABCs above Php50k, To be issued prior to issuance of Award)
- Signed Request for Proposal
- Signed Technical Specifications

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 (assigned PBAC Sec email [dbgavino@phcc.gov.ph](mailto:dbgavino@phcc.gov.ph)) on or before **20 May 2024, 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 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. JOSEPH MELVIN B. BASAS**  
PBAC Vice Chairperson



Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	₱ 350,000.00	Procurement of Facilitator for the Conduct of FY 2024 PCC Team Building Activity	
			<i>(Please see attached Technical Specifications)</i>	
<b>Total Lot ABC</b>		<b>₱ 350,000.00</b>	<b>TOTAL Amount:</b>	
<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 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 : \_\_\_\_\_

## DETAILED TECHNICAL SPECIFICATIONS

### Procurement of Service Provider (Facilitator) for the 2024 Team Building Activity of the Philippine Competition Commission

#### I. Background / Rationale

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

Pursuant to Administrative Order No. 402, s. 1998 directing government agencies to establish a health program, various Civil Service Commission (CSC) issuances encouraging the promotion of health and wellness within an organization, and PCC Commission Resolution No. 004-2020 dated 11 February 2020, Office Circular No. 2020-001 dated 12 February 2020 was issued to establish the PCC Health and Wellness Program which serves as the main basis for implementing the agency's health and wellness initiatives and activities.

Based on the foregoing, the Human Capital Management Division spearheads the conduct of 2024 Teambuilding Activity (TBA) for the PCC officials and employees. The TBA is a staff development activity that helps build a professional culture that enhances competence and efficiency, cooperation, interaction, and socialization among officials and employees. The theme of the TBA is "Power of ONE: Keep the Fire Burning" a form of recreation and relaxation for the employees. Further, this is also one of the strategies in promoting employee engagement that impact motivation, retention, and inspired performance from the employees. This involves a 1-day learning TBA session at a nearby venue on 29-30 of May 2024 that shall be attended by at most 241 PCC officials and employees

#### II. Scope of Works

The Service Provider (SP) shall be engaged to facilitate the TBA to be participated 241 officials and employees grouped into six (6) teams with the following requirements:

1. Submit a proposal with activity design, learning outcomes, programme, number of facilitators and assistants, and methodology in implementing the intended program;
2. The program design shall be a mix of competitive and fun icebreaker, indoor, and outdoor activities structured in a challenge or relay games;
3. Deliver a lecturette by a Trainer during the opening relevant to the activity;

4. Facilitate the teambuilding activities of the day including the closing/awarding activity;
5. The proposal shall contain a learning session theme, gamified activities, desired outcome of the activities, and description of the type of activities;
6. Ensure that the gamified activities cover physical, social and mental exercises which are appropriate to the general age profile of PCC which is done in an “Amazing Race” type of group games;
7. Provide the following requirements:
  - a. Materials based on the objectives and mechanics of the program;
  - b. Certified Fitness instructor to facilitate the opening activity;
  - c. Referees – two (2) volleyball and three (3) basketball;
  - d. Tokens and other materials amounting to PhP150,000.00 to be provided at least one (1) day before the start of the event (details of which to be discussed with the winning bidder during contract) implementation
  - e. First-aid materials;
  - f. First-aid support (Safety Officer);
  - g. Facilitators and assistants;
  - h. Mobile PA system.

### III. Deliverables and Timelines

The signed final program design should be submitted to PCC one week before the issuance of Job Order

The Service Provider shall facilitate the following activities on May 29:

1. AM – TBA Part I (Opening Activity, team building games)
2. PM – TBA Part II (team building games, Sports championship game, Awarding)

### IV. Minimum Qualifications and Requirements

Criteria	Minimum Qualifications	Bases
<b>Applicable Experience</b>	<b>Years of experience:</b> at least three (3) years of experience/operations as service provider	Company Profile
	<b>Engagement:</b> At least three (3) engagements/projects in the last three (3) years that involves training as service provider, with at least one (1) of which were engagements with public/government sector.	List of engagements/ Certificate of Satisfactory Service issued by clients
<b>Quality of Personnel</b>	<b>Educational attainment</b> of the subject matter expert to be deployed by the SP: at least vocational degree graduate relevant to the program	Curriculum Vitae of the subject matter expert to be deployed by the SP.

	<b>Engagement:</b> with formal training on the program to be facilitated; and conducted at least three (3) training/sessions	Certificate of Completion for relevant training attended as facilitator.  Certificate/Acceptance for trainings conducted.
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The List of Documentary Requirements is provided in Annex A for reference and guidance.

**V. Approved Budget for the Contract and Mode of Procurement**

The Approved Budget for the Contract (ABC) for this engagement is **Three Hundred Fifty Thousand Pesos (PhP350,000.00)**, inclusive of all applicable government taxes and service charges.

The procurement of the management services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to Republic Act No. 9184 and its revised Implementing Rules and Regulations (IRR).

**VI. Mode of Payment**

Payment shall be released within fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered (CSSR) signed by the Director of the Administrative Office, and the PCC’s acceptance of the deliverables listed above.

All payment shall be released and claimed within the PCC Quezon City premises or be credited to provider’s bank account, net of applicable transfer charges.

**VII. Confidentiality of Data and Information**

The SP that will be engaged by the PCC shall submit outputs directly to the end-user within PCC for review and endorsement for payment. All the materials, data, and information used and generated through this project will be the sole property of PCC.

**VIII. Liquidated Damages**

If the SP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of everyday of delay. Pursuant to Section 68 of Republic Act No. 914, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum deduction is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

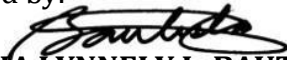
**IX. Dispute Agreement/Resolution**

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.

Prepared by:

  
**ANTONIA LYNNELY L. BAUTISTA**  
PCC CAO, AO-HCMD

Approved by:

  
**IESON Q. DE LA TORRE**  
Director IV Administrative Office (AO)

<b>CONFORME:</b>
_____ <b>Name and Signature of Authorized Representative</b>
_____ <b>Designation</b>
_____ <b>Name of Company</b>
_____ <b>Date</b>

*Annex A*

**LIST OF DOCUMENTARY REQUIREMENTS**

Bidders are requested to submit the following documents:

<b>Procuring Entity</b>	<b>Philippine Competition Commission</b>
<b>Address</b>	25/F Vertis North Corporate Center 1, North Ave., Quezon City
<b>Project Name</b>	Procurement of Service Provider for the PCC 2024 Team Building Activity
<b>Approved Budget for the Contract</b>	PhP350,000.00 (inclusive of all applicable taxes, fees, and charges)  Prospective bidders are requested to specify proposed rate required under this DTS. Bids above the ABC are automatically disqualified.
<b>Documents to be Submitted (Together with the Request for Proposal Form)</b>	<ul style="list-style-type: none"> <li>- Company Profile</li> <li>- Lists of engagements/Certificate of Satisfactory Service issued by clients</li> <li>- Curriculum Vitae of the subject matter expert to be deployed by the SP.</li> <li>- Certificate of Completion for relevant trainings attended as facilitator.</li> <li>- Certificates/Acceptance for trainings conducted.</li> </ul> <p><b>Eligibility Documents</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/Business Permit</li> <li>2. PhilGEPS Registration Number</li> <li>3. Duly Notarized Omnibus Sworn Statement</li> </ol>