

**REQUEST FOR PROPOSAL**

**Provision of Venue including Food and Accommodations for the Second Writeshop of the PCC's Codified Rules of Procedure**

P.R. No./Date Received: 2022-11-0192 / 2 November 2022

RFQ/P No. / Date: 2022-11-0189 / 3 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](mailto:procurementunit@phcc.gov.ph) or (assigned PBAC Sec email amfrancisco@phcc.gov.ph on or before **4 November 2022, 12:00 NN** 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	P 384,000.00	Provision of Venue including Food and Accommodations for the Second Writeshop of the PCC's Codified Rules of Procedure	
			<i>(Please see attached Terms of Reference)</i>	
<b>Total Lot ABC</b>		<b>P 384,000.00</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

### Second Writeshop of the PCC's Codified Rules of Procedure

#### I. Rationale/Objectives

1. The Office of Commissioner Emerson B. Aquende and the Legal Services Division (LSD) (collectively “Offices”) have been spearheading the Codification Project (“Project”) for FY 2022-2023. The Project aims to unify and harmonize the Philippine Competition Commission’s (PCC’s) existing rules of procedure and other issuances, incorporate best practices, and to address possible gaps and issues in the implementation of Competition Law in the Philippines.
2. The output of this Project shall be the PCC’s Codified Rules of Procedure (“PCRP”), which features an updated and streamlined set of rules, issuances, and guidelines. The PCRP shall serve as the main reference for the PCC’s internal and external stakeholders.
3. As part of the deliverables of the Project, the Sub-Technical Working Groups (“Sub-TWGs”) shall conduct a writeshop for the PCRP, which is set on 7-9 November 2022 (“Activity”).
4. An external service provider shall be contracted to provide food, accommodations, and function rooms for the participants.

#### II. Participants

The said Activity will gather around forty-eight (48) participants from the Project Team. To properly illustrate, attached herein as Annex “A”.

#### III. Specifications

A venue with the following technical specifications taking into consideration the rating factors under Annex “H” of the Revised Implementing Rules and Regulations (“RIRR”) of Republic Act No. 9184 (“R.A. No. 9184”) for Lease of Venue:

1. **Availability.** Venue must be available on **7-9 November 2022**.
2. **Location and Site Condition**
  - a) **Accessibility.** Located within **Tagaytay City**.
  - b) **Parking Space.** Provision of parking space for at least **10 vehicles**.
3. **Neighborhood Data**
  - a) Must have **sanitation and health condition license/permit**.
  - b) Accessible to **police and fire station, restaurant, banking and postal**.
  - c) Must not be a quarantine facility for international passengers.



#### 4. Venue

a) **Structural condition.** Must be in a good and well-maintained building.

b) **Functionality**

1. Conference Room. One (1) air-conditioned conference room that can accommodate enough space for the group of around **48** pax, preferably adjacent to each other, with the following specifications and/or requirements:

Room availability:

- **Availability from 8:00 AM to 6:00 PM for 7-9 November 2022**

Provision of the following:

- Sound/audio system and widescreen
- LCD Projectors
- Unlimited high-speed Wi-Fi internet connection
- Whiteboard with markers and erasers/flip chart paper, pads and pencils
- Mints/candies
- Free-flowing coffee and/or tea and drinking water
- Tables and chairs for around twenty participants

2. **Light, ventilation, and air conditioning.** With good lighting and well-ventilated conference room.

- **Space requirements.** Conference room that can accommodate around **forty-eight (48) pax with social distancing in accordance with Department of Health-mandated COVID-19 safety and health protocols.**

3. **Room Arrangement.** Availability of rooms corresponding to either of the following options:

Check in Date	Check Out Date	Number of Rooms	Number of Persons
7 November 2022	9 November 2022	Rooms for sharing (2-3 persons)	40
		Rooms for Single Occupancy	8
		<b>Total</b>	48

Specifications:

- Free WiFi Internet Connection
- Free use of towel, soap and shampoo
- With free bottled drinking water

- Free use of available team building and/or recreational facilities
- c) **Facilities.** Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment
- d) **Other requirements**
- i. **Maintenance.** As stated above
  - ii. **Attractiveness.** With pleasing/appealing view and resort/building facilities
  - iii. **Security.** With CCTV facilities and visible security personnel
- e) **Catering Services**
- i. **7-9 November 2022:**
    - Breakfast (Plated or Buffet)
    - AM Snack (Plated or Buffet)
    - Lunch (Plated or Buffet)
    - PM Snack (Plated or Buffet)
    - Dinner (Plated or Buffet)
- Drinks:**
- Bottomless iced tea or lemonade during lunch;
  - Free-flowing coffee and/or tea and drinking water during the activity.
- Alternative Food Options:**
- All snacks and meals served should include vegan options for one or two (1-2) pax.
- f) **Client’s satisfactory rating.** With satisfactory rating from previous clientele.
- g) **Approved Budget for the Contract (ABC)**

A total estimated ABC for this procurement is **Three Hundred Eighty - Four Thousand Pesos (Php 384,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

**h) Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be evaluated following the criteria prescribed under Annex “H” of the RIRR of R.A. No. 9184. The bid is determined to be responsive if it is equal or higher than the hurdle rate of 85. In addition, the service provider should attach to its bid proposal a filled-out form in Annex A of this document.

**i) Mode of Procurement**

The mode of procurement shall be Negotiated Procurement which covers provision of

food, venue, accommodation, and other facilities, provided under the Revised RIRR of R.A. No. 9184.

**j) Payment Scheme**

Full payment of the contract shall be paid within 15 days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC.

**k) 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 contract price by the winning service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.


**l) Dispute Agreement/Resolution:**

The Parties agree that any dispute, controversy, difference or claim arising out of or in relation to the Contract, including any question as to the interpretation, implementation, existence, validity, breach or termination this/hereof or as to any non-contractual obligation arising out of or relating this/hereto shall first be settled amicably between the parties. If there is failure to settle amicably, the dispute shall be submitted to mutual consultation, mediation, and/or arbitration, at the option of the PCC. In case the PCC chooses to submit the dispute to mediation and/or arbitration, such shall be referred to and finally resolved by arbitration administered by the Philippine International Center for Conflict Resolution (“PICCR”) in accordance with the PICCR Arbitration Rules in force at the time of the commencement of the arbitration (“PICCR Arbitration Rules”) and A.M. No. 07-11-08-SC, which rules are deemed incorporated by reference in this clause. The arbitration shall be conducted by one or more arbitrators to be appointed in accordance with the PICCR Arbitration Rules. The seat of the arbitration shall be the Philippines. The language of the arbitration shall be English. This arbitration agreement shall be governed by the laws of the 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:

  
**MICHELLE DIANA P. MANIWANG-BASA**  
Chief, Legal Services Division

Conforme:
_____
<b>Name and Signature</b>
Date:
_____

**ANNEX A**

Particulars	NAME OF VENUE	
	_____	
	—	
	Availability (Mark with “X”)	Remarks
	7 - 9 November 2022	
<b>I. Availability</b>		
➤ Venue and Room Accommodation must be available on <b>7-9 November 2022</b>		
<b>II. Location and Site Condition</b>		
➤ Located <b>within Tagaytay City.</b>		
➤ Provision of parking space for at least <b>10 vehicles</b>		
<b>III. Neighborhood Data</b>		
➤ Must have sanitation and health condition license/permit		

Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “X”) 7 - 9 November 2022	Remarks
➤ Accessible to Police and Fire station, Restaurant, Banking and Postal.		
<b>IV. Venue</b>		
➤ Must be in a good and well-maintained building facilities		
<p>➤ <b>Conference Room:</b>  <u>One (1) air-conditioned conference room</u> that can accommodate enough space for the group of around <b>48</b> pax, preferably adjacent with each other, with the following specifications and/or requirements:</p> <p>Room availability:  <u><b>Availability from 8:00 AM to 6:00 PM for 7-9 November 2022</b></u></p> <p>-</p> <p>Provision of the following:</p> <ul style="list-style-type: none"> <li>- Sound/audio system and widescreen</li> <li>- LCD Projectors</li> <li>- Unlimited high-speed Wi-Fi internet connection</li> <li>- Whiteboard with markers and erasers/flip chart paper, pads and pencils</li> <li>- Mints/candies</li> <li>- Free-flowing coffee and/or tea and drinking water</li> <li>- Tables and chairs for around twenty participants</li> </ul>		
<p>➤ With good lighting and well-ventilated conference room.</p> <p>➤ Conference room that can accommodate around <u>forty-eight (48) pax with social distancing in accordance with Department of Health mandated COVID-19 safety and health protocols.</u></p>		
<p>➤ <b>Room Accommodations:</b></p> <p>❖ Check in Date: <b>7 November 2022</b></p> <p>❖ Check Out Date: <b>9 November 2022</b></p>		

Particulars	NAME OF VENUE	
	—	
	Availability (Mark with “X”) 7 - 9 November 2022	Remarks
<ul style="list-style-type: none"> <li>❖ Availability of rooms corresponding to either of the following options: <ul style="list-style-type: none"> <li>- Rooms for sharing (2-3 persons)</li> <li>- Rooms for single occupancy</li> </ul> </li> <li>❖ Specifications <ul style="list-style-type: none"> <li>- Free WiFi Internet Connection</li> <li>- Free use of towel, soap and shampoo</li> <li>- Free use of team – building facilities and/or recreational facilities</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>➤ Well maintained building/resort facilities such as: Water supply and toilet; Lighting system; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Catering Services</b> <ul style="list-style-type: none"> <li>i. <b><u>7-9 November 2022:</u></b> <ul style="list-style-type: none"> <li>- Breakfast (Plated or Buffet)</li> <li>- AM Snack (Plated or Buffet)</li> <li>- Lunch (Plated or Buffet)</li> <li>- PM Snack (Plated or Buffet)</li> <li>- Dinner (Plated or Buffet)</li> </ul> </li> <li><b><u>Drinks:</u></b> <ul style="list-style-type: none"> <li>- Bottomless iced tea or lemonade during lunch;</li> <li>- Free-flowing coffee and/or tea and drinking water during the activity.</li> </ul> </li> <li><b><u>Alternative Food Options:</u></b> <ul style="list-style-type: none"> <li>- All snacks and meals served should include vegan options for one or two (1-2) pax.</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>- With CCTV facilities and visible security personnel</li> </ul> </li> </ul>		
<p><b>Payment Schemes:</b></p> <ul style="list-style-type: none"> <li>➤ <i>Full payment of the contract shall be paid within 15 days after the issuance of the following:</i> <ul style="list-style-type: none"> <li>a. Billing statement by the Service Provider; and</li> </ul> </li> </ul>		



Particulars	NAME OF VENUE	
	_____	
	—	
	Availability (Mark with “X”)	Remarks
b. Certificate of Satisfactory Service issued by PCC	7 - 9 November 2022	
<b>FINANCIAL PROPOSAL</b> The ABC is <b><u>Three Hundred Eighty - Four Thousand Pesos (Php 384,000.00)</u></b> , inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.	<b>Estimated Amount per pax per day</b>  <u>PhP</u> _____	
	<b>Total amount:</b>  <u>PhP</u> _____	

Conforme: _____ <p style="text-align: center;"><b>Name and Signature</b></p> Date: _____
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## Annex “A”

### Program of Activities

7 November 2022	
Day 1	
Time	Activity
8:00AM – 9:30AM	Travel to Tagaytay
9:30AM – 10:30AM	Arrival to Venue
10:30AM – 11:00AM	AM Snack
11:00AM – 12:00NN	Discussion of Drafts
12:00NN – 1:30PM	Lunch Break / Check-in
1:30PM– 3:30PM	Discussion of Drafts
3:30PM – 4:00PM	PM Snack
4:00PM – 7:00PM	Discussion of Drafts
7:00PM – 8:00PM	Dinner
8 November 2022	
Day 2	
Time	Activity
8:00 – 9:00AM	Breakfast
9:00AM – 10:30AM	Discussion of Drafts
10:30AM – 11:00AM	AM Snack
11:00AM – 12:00NN	Discussion of Drafts
12:00NN – 1:30PM	Lunch Break
1:30PM– 3:30PM	Discussion of Drafts
3:30PM – 4:00PM	PM Snack
4:00PM – 7:00PM	Discussion of Draft
7:00PM – 8:00PM	Dinner
9 November 2022	
Day 3	
8:00 – 9:00 AM	Breakfast
9:00 – 10:30AM	Discussion of Drafts
10:30 – 11:00 AM	AM Snack
11:00 – 12:00NN	Pack up / Check-out
12:00 – 1:30PM	Lunch
1:30 – 3:00PM	Travel to PCC