

REQUEST FOR PROPOSAL

Provision of Catering Services for the 2023 PCC Year End Assessment and PRAISE Awarding

P.R. No./Date Received: 2023-11-0245 / 01 December 2023

RFQ/P No. / Date: 2023-12-0233 / 04 December 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
- Omnibus Sworn Statement (to be submitted prior to issuance of Award)
- 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 ffuna@phcc.gov.ph on or before 11 December 2023, 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 *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 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	₱ 486,000.00	₱ 486,000.00	Provision of Catering Services for the 2023 PCC Year End Assessment and PRAISE Awarding		
Total Lot ABC			₱ 486,000.00			TOTAL Amount :	
Delivery Instructions:					<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

PROVISION OF CATERING SERVICES FOR THE CONDUCT OF 2023 PCC YEAR END ASSESSMENT AND PRAISE AWARDING

I. Background and Objective

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.

In line with the approved FY 2023 Work and Financial Plan of the Administrative Office-Human Capital Management Division (AO-HCMD), the FY 2023 PCC Year-End Assembly (YEA) shall be conducted as authorized through Special Order No. 2023-_____

The YEA aims to: (a) highlight the accomplishments of the offices for FY 2023; (b) determine the challenges/problems encountered in PCC operations; and (c) identify possible interventions to such challenges and (d) award deserving PCC officials and employees based on PCC PRAISE and other fitting awards.

II. Participants

The YEA shall be held on 13 December 2023 at the Quezon City Museum Complex and will gather **Two Hundred Seventy (270)** PCC officials and employees.

III. Requirements

A. Menu (minimum requirement)

Pica-Pica:

- Any nuts and chips to be served per table during the program

Appetizer:

- Any proposed appetizer

Buffet:

- at least with 3 viands (Fish, Beef, Chicken/Pork)
- Vegetables
- Steamed Rice
- Fresh Salad and Fruits
- Soup
- Dessert

- Bottomless Iced Tea or Lemonade or Juice

Other:

- Free-flowing coffee and/or tea and drinking water during activity.

B. Scope of Work

1. Provision for food tasting at least 2 days before the event.
2. Menu choices shall be provided. Final selections shall be made by the Committee.
3. Decoration and set-up according to the PCC Year-End Assessment Theme: **Luau**
4. Ingress/set-up not later than 10:00AM.
5. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used.
6. Set up at least two (2) managed, well-arranged, and covered clean and presentable linen Buffet station.
7. Include serving of additional food to be provided by PCC, if any.
8. Set up of dining tables and chairs for attendees, both well-arranged and covered clean and presentable linen. There should be rubber soles/feet for dining tables and chairs with metal frame.
9. Must have at least two (4-8) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator.
10. Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages.
11. Ensure cleanliness of buffet area all the time.
12. Egress immediately after the program (10:00 PM).

IV. Approved Budget for the Contract (ABC)

The ABC is **Four Hundred Eighty-Six Thousand Pesos (PhP486,000.00)** inclusive of all applicable government taxes and service charges.

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement - Small Value Procurement under Section 53.9 of the Revised IRR of R.A. No.9184.

VI. Payment Scheme

Full payment of the contract shall be within Fifteen (15) calendar days after the issuance of the following:

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

Payment shall be released and collected within the PCC premises.

VII. Liquidated Damages

If the Service Provider fails to comply with the Terms and Conditions of the contract within the period specified, the PCC 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 for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the total contract price, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.


VIII. 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.

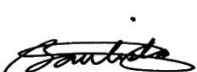
Prepared by:


ARIANE AMOR C. MUNGAO
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FY 2023 Year-End Assessment Committee

Reviewed by:


ROMMEL R. OIRA
Lead, Procurement and Logistics
FY 2023 Year-End Assessment Committee

Recommending Approval:


ANTONIA LYNNELY L. BAUTISTA
Chief Administrative Officer
Human Capital Management Division

Approved by:


JESON Q. DE LA TORRE
Director IV
Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date