

REQUEST FOR PROPOSAL

Provision of Catering Services for the 2024 1st PCC General Assembly

P.R. No./Date Received: **2024-01-0031 / 19 January 2024**

RFQ/P No. / Date: **2024-01-0030 / 23 January 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 (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 jffuna@phcc.gov.ph on or before **29 January 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 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. JOSPEL 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	₱ 315,700.00	₱ 315,700.00	Provision of Catering Services for the 2024 1st PCC General Assembly		
Total Lot ABC			₱ 315,700.00			TOTAL Amount :	
Delivery Instructions:							

(Please see attached Technical Specifications)
(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 : _____

DETAILED TECHNICAL SPECIFICATIONS

PROVISION OF CATERING SERVICES FOR THE CONDUCT OF 2024 PCC 1ST GENERAL ASSEMBLY

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 2024 Work and Financial Plan of the Administrative Office-Human Capital Management Division (AO-HCMD), the FY 2024 PCC 1st General Assembly (GA) shall be conducted as authorized through Special Order No. 2024-01-19-02

The conduct of PCC staff assembly is one of the programmed initiatives of the Human Capital Management Division (HCMD) which serves as a venue for updates on important matters, exchange of ideas and concerns of the employees, and a venue for get-together. This will help foster and enhance communications and collaboration between the employees and Management.

II. Participants

The FY 2024 PCC 1st General Assembly shall be held on 01 February 2024 at the Land Transportation Office's Bulwagan Romeo F. Edu at East Avenue, Quezon City and will gather **Two Hundred Eighty-Seven (287)** PCC officials and employees.

III. Requirements

A. Menu (minimum requirement) and Serving Schedule

Meal	Serving Schedule	Menu
AM Snacks	10:00 AM	Pasta with fish/chicken fillet, dessert, chips, and drinks
Lunch	12:00 NN	Buffet Lunch consisting of Salad, Soup, Pork, Chicken, Beef, Fish, Vegetables, Fresh Fruits, Sweets and mixed soda drinks
PM Snacks	3:00 PM	Clubhouse sandwich, chips, and drinks.

Free flowing coffee and water	Entire duration of the event	
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C. Scope of Work

1. The Service Provider shall provide round or rectangle tables with linen and centerpiece (10-20 pax/table) and presentable/covered 280 chairs, and ingress at least 3 hours before the program for set up;
2. The provider must serve the listed menu in a skirted double buffet set-up with uniformed servers;
3. Ensure quality of food prior to actual serving and cleanliness of dinnerware and utensils to be used;
4. All food and items must be delivered not earlier than 1 hour, but not later than 30 minutes, before the serving schedule above;
5. Menu choices shall be provided. Final selections shall be made by the AO-HCMD as the End-User;
6. Set up at least two (2) way managed, well-arranged, and covered clean and presentable linen Buffet station;
7. 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;
8. Must have at least two (4-8) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
9. Ensure cleanliness of buffet area all the time;
10. Provide decors fitting for the agreed theme by the service provider and the end-user.
11. Ensure styling the dining tables and chairs and buffet tables;
12. Egress immediately after the program; and
13. The Service Provider must have a free 10% extra meal provision.
14. The Service Provider will defray the overhead cost for the required services of the technician and two (2) janitors, in the amount of PhP1,500.00 and PhP2,000.00, respectively.

IV. Approved Budget for the Contract (ABC)

The ABC is **Three Hundred Fifteen Thousand and Seven Hundred Pesos (PhP315,700.00)** 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 Quezon City.

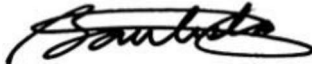
In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

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
Human Resource Management Officer I
Human Capital Management Division

Recommending Approval:


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

Approved by:


ALLAN ROY D. MORDENO
Officer-In-Charge
Administrative Office

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company