

REQUEST FOR PROPOSAL

Engagement of a Third-Party Audit Firm for the Quality Management System (QMS) of the Philippine Competition Commission

P.R. No./Date Received: 2024-03-0060 / 13 March 2024

RFQ/P No. / Date: 2024-04-0050 / 01 April 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 **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 Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Omnibus Sworn Statement (To be issued prior to issuance of Award)
- Signed Terms of Reference
- Other documents listed in the Proposal Submission Guide of the 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 or (assigned PBAC Sec email mrfajutnao@phcc.gov.ph) on or before **04 April 2024, 5:00 PM** 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. Saliient 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**.
- 10 Please note that the award of the procurement is on a **lot basis**.

Very truly yours,


DIR. JESON O. DE LA TORRE
PBAC Chairperson

Item	Unit	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	lot	₱ 400,000.00	Engagement of a Third-Party Audit Firm for the Quality Management System (QMS) of the Philippine Competition Commission	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 400,000.00	TOTAL Amount:	
Delivery Instructions:			(Please see attached Terms of Reference)	

(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

Engagement of a Third-Party Audit Firm for the Quality Management System (QMS) of the Philippine Competition Commission

I. PURPOSE

This Terms of Reference (TOR) outlines the Philippine Competition Commission's requirements for a Certifying Body that will conduct assessment of its Quality Management System in accordance with the ISO 9001:2015 standards for the 2024-2026 audit cycle.

II. BACKGROUND

The Philippine Competition Commission (PCC) is an independent and quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667, otherwise known as the Philippine Competition Act (PCA), which is the country's primary competition law aimed at promoting and protecting competitive markets.

From its foundation up to the present, the PCC continues to implement improvement initiatives aimed at enhancing the quality of its operations and the delivery of services to the public. These initiatives include the implementation and maintenance of a Quality Management System (QMS) that is at par with current industry standards.

In 2017, the PCC's Quality Management System (QMS) met the rigorous standards of ISO 9001:2015. Their commitment to quality was reaffirmed in 2023 when they passed the recertification audit for a second audit cycle.¹ The scope of this certification includes the following services:

- Competition Policy Formulation and Provision of Regulatory and Enforcement Services pursuant to the Philippine Competition Act (RA No. 10667);
- Provision of Competition Policy Research, Advocacy and Capacity Building Services; and
- Information and Communications Technology (ICT) Services

With the government's initiative to effectively streamline and improve the processes across all agencies through the enactment of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, government agencies are required to achieve substantive improvements in ease of doing business/ease of transaction with respect to external core service and internal support/administrative service.

¹ The certificate is valid until 20 November 2024.

As the ISO certification will expire in November 2024, the Commission is now looking to engage the services of an accredited Certifying Body (CB) to assess and verify effectiveness and continued conformity of its QMS to the ISO 9001:2015 standards.

III. OBJECTIVE

The primary objective of this engagement is to contract the services of the CB that will provide independent confirmation of the PCC QMS' continued fulfillment of all the requirements of the ISO 9001:2015 standards. This confirmation shall be based on objective evidence from the audit activities to be conducted by the CB within a three-year period.

IV. SCOPE OF WORK

The Certifying Body is expected to provide the following services and deliverables:

Service and Target Year	Scope of Work	Minimum Person-Days	Deliverables
Recertification Audit (Year 2024)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Recertification Audit	Not applicable	Recertification Audit Plan
	Conduct of the Recertification Audit	1 to 2 person-days	Provisional Audit Report
	Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO 9001:2015 standards	Not applicable	Final Recertification Audit Report
	Issuance of an ISO 9001:2015 certificate valid for three (3) years within 30 to 45 days from: <ul style="list-style-type: none"> the date of the auditor's acceptance of the required corrective actions from the PCC (if applicable); and issuance of written recommendation for agency certification 	Not applicable	ISO 9001:2015 Certificate
Surveillance Audit (Year 2025) (Year 2026)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Surveillance Audit	Not applicable	Surveillance Audit Plan
	Conduct of at least one (1) Surveillance Audit every year for two consecutive years	1 to 2 person-days per audit	Provisional Audit Report
	Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO 9001:2015 standards	Not applicable	Final Surveillance Audit Report

Other Services	Provision of regular updates on the new versions of the ISO 9001 standards and other applicable standards	Not applicable	Updates via electronic mail (if any)
	Provision of alternative auditing arrangements in case of an extraordinary events (e.g., pandemic)	Not applicable	Proposal for alternative arrangements (as necessary)

V. PCC'S RESPONSIBILITIES

The PCC, through its Quality Management Team (QMT) and QMT Secretariat, shall:

- a. Provide the documentary requirements (e.g., copy of existing certificate and audit reports, including nonconformities for the past audit cycle);
- b. Review and evaluate the quality of work delivered by the CB in accordance with this TOR. Based on this review and evaluation, issue written acceptance and approval of the final activity or output;
- c. Coordinate closely with the representatives of the CB in the conduct of audits and other related activities, including progress monitoring of various tasks related to this engagement;
- d. Cooperate in the conduct of audit activities by ensuring the availability of process owners and concerned PCC officials and staff on the scheduled audit dates.

For any change request (e.g., schedule cancellation and change of auditees), however, at least seven (7) working days' notice shall be given, and the said change/adjustment shall be mutually agreed upon by both parties;

- e. Provide the necessary assistance, such as:
 - the provision of information/data for the conduct of activities and delivery of outputs stated in this TOR; and
 - the provision of logistical requirements during audits and other related activities, e.g., meals, workspace, equipment, transportation service, and other material requirements that may be needed in the course of the engagement; and
- f. Pay the engagement cost inclusive of mandatory taxes and in accordance with the set payment schedule.

VI. CERTIFYING BODY'S RESPONSIBILITIES

The Certifying Body shall:

- a. Provide the necessary documented information to adequately assess the assigned auditors' qualifications on the grounds of:
 - Experience, education, and training qualifications as well as capacity to undertake the work outlined in this TOR; and
 - Other similar projects or engagements that are currently committed, ongoing or completed;
- b. Conduct activities pertaining to this engagement with the highest standards of professional and ethical competence and integrity;
- c. Commit to treat with utmost confidentiality, all information about the PCC, its operations as well as other material information that will be gathered and used with respect to this engagement;
- d. Field a team of qualified auditors composed of at least three (3) members for the PCC;
- e. Prepare the Certification or Surveillance Audit Plan, as the case may be, with the schedule of activities, number of audit person-days, and names of auditor/s;
- f. Coordinate with the PCC, through its QMT Secretariat, any changes on the auditor/s to be deployed and scheduled audit dates. **For any change request (e.g., change of auditor/s and schedule cancellation/adjustments), however, at least a seven (7) working days' notice shall be given, and the said change/adjustment shall be mutually agreed upon by both parties;**
- g. Adhere to the approved certification or surveillance audit plan as well as any changes or adjustments that may be agreed upon by both parties;
- h. Submit the required audit reports immediately after the completion of the certification audit and surveillance audit, as the case may be;
- i. Accommodate requests of Government Quality Management Committee (GQMC)-DBM Secretariat, i.e., Systems and Productivity Improvement Bureau (SPIB) and/or other oversight²/validating agencies for information or documents relative to ISO QMS certification/recertification; and
- j. Conduct one (1) recertification audit and at least two (2) surveillance audits within the three-year engagement period.

² AO 25 IATF

VII. CERTIFYING BODY'S QUALIFICATION REQUIREMENTS

The Certifying Body (CB) shall provide documented information to adequately assess the following:

A. Qualification and Competencies

1. The CB must be duly accredited by the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for IAF 36: Public Administration.
2. Only eligible CB will be considered for evaluation of bids. Aside from the eligibility requirements under Section 24.3 of the IRR of RA 9184, the following criteria shall be considered in evaluating the CB:

Criteria	Qualifications	Bases
Experience and Capability of the CB	<ul style="list-style-type: none"> • Have a minimum of ten (10) years' experience in conducting ISO QMS audits and certification; • Have audited at least eight (8) institutions for ISO QMS, five (5) of which belonging to the public sector; and • Have a good track record for certifying government agencies for the ISO 9001 standards. 	<p>Records of previous engagement and quality of performance in conducting audits and certification, and geographical distribution of current/impeding projects.</p> <p>(a) DTI and SEC registration submitted indicating the year of registration and/or other relevant documents; (b) List of completed and on-going contracts; and (c) Copies of Certificates of Satisfactory Service Rendered/Certificates of Completion</p>
Audit Team Qualifications	<p>The CB must field a team of at least three (3) auditors with the following qualifications:</p> <p><u>Lead Auditor</u> Years of Experience: - With at least ten (10) years of relevant experience in auditing government agencies and other institutions.</p> <p>Education: - Preferably with Master's degree in the field of industrial engineering, public/business administration, organizational development, and other</p>	<p>Curriculum vitae submitted indicating the relevant work experience in auditing government agencies and other institutions.</p>

	<p>similar and/or relevant fields;</p> <p>Training:</p> <ul style="list-style-type: none"> - Preferably with 24 hours of advanced/intermediate training on international standards for management systems (e.g., ISO 9001, ISO 19011, ISO 31000, ISO 27001, etc.) and other organizational development and management-related trainings. <p><u>Audit Team Members</u></p> <p>Education:</p> <ul style="list-style-type: none"> - Bachelor's degree relevant to the job; <p>Training:</p> <ul style="list-style-type: none"> - Preferably with 24 hours of advanced/intermediate training on international standards for management systems (e.g., ISO 9001, ISO 19011, ISO 31000, ISO 27001, etc.) and other organizational development and management-related trainings. 	
Plan of Approach and Methodology	<ul style="list-style-type: none"> • Substance and completeness • Clarity of methodology and approach (at least satisfactory description) 	Clarity and feasibility of the written proposal

B. Documentary Requirements

1. Eligibility Requirements

- DTI-PAB Certification/Accreditation (with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for IAF 36: Public Administration);
- DTI and/or SEC Registration Certificate;
- Mayor's/Business Permit where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder

has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA No. 9184.

- PhilGEPS Registration Certificate/Number;
- Latest Business Tax Returns; and

2. Technical Proposal

- Company Profile;
- List of ongoing and completed certification projects **(Use Forms A and B)**;
- Curriculum vitae of the proposed audit team with audit experience relevant to this project **(Use Form C)**;
- Certificate of satisfactory service from at least three (3) of its latest government clients; and
- Complete and clear scope of work and implementation methodology, including team composition and work distribution **(Use Form D)**.

3. Financial Proposal (with cost breakdown)

C. Evaluation and Selection Criteria

1. Proposals for this project shall be evaluated using the Quality-Cost Based Evaluation method, in accordance with the pertinent provision of R.A. No. 9184 and its Revised IRR. It shall follow an 85% - 15% quality to cost ratio allocated as follows:

Criteria	Bases	Weight
Technical Proposal		85%
A. Experience and Capability of the CB	As specified in the qualifications above, and the submission of a duly notarized Omnibus Sworn Statement using the prescribed format of R.A. No. 9184	35%
B. Audit Team Qualifications		20%
C. Plan of Approach and Methodology		30%
Financial Proposal		15%
	Total	100%

2. The Highest Rated CB must have the highest rated score based on the Technical and Financial Proposals submitted, provided that the total score passes the hurdle score of 85 points.

VIII. DURATION AND APPROVED BUDGET FOR THE CONTRACT

The services of the CB will be engaged for a period of three (3) years starting 2024. Said engagement shall commence upon the approval of the contract of the CB and the PCC.

For and in consideration of the services of the CB, the PCC shall pay the sum of **FOUR HUNDRED THOUSAND PESOS (PhP400,000.00)**, inclusive of all applicable government taxes.

IX. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement - Small Value Procurement provided under the Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184.

X. DELIVERABLES AND PAYMENT SCHEDULE

Payments to the Certifying Body shall be based on the timely completion of the following deliverables:

Deliverables	Timeline	Percentage of Contract Amount
Submission of the final Recertification Audit Plan	Seven (7) working days before the Recertification Audit	50%
Conduct of the Recertification Audit	Within 4 th Quarter 2024	
Submission of the final Audit Report	No later than ten (10) working days after the audit	
Issuance of the updated ISO 9001:2015 certificate	Within 30 to 45 days from the date of the auditor's acceptance of the required corrective actions from the PCC (if applicable) and issuance of written recommendation for agency certification.	
Submission of the 1 st Surveillance Audit Plan	One (1) month before the scheduled Surveillance Audit	25%
Conduct of the 1 st Surveillance Audit	Within 4 th Quarter 2025	
Submission of the final Audit Report	No later than ten (10) working days after the audit	
Submission of the 2 nd Surveillance Audit Plan	Seven (7) working days before the scheduled Surveillance Audit	25%
Conduct of the 2 nd Surveillance Audit	Within 4 th Quarter 2026	
Submission of the final Audit Report	No later than ten (10) working days after the audit	
Total		100%

The percentage weights for each deliverable may be adjusted as agreed upon by the PCC and the Certifying Body.

Each tranche payment shall be paid within fifteen (15) days after the issuance of the following:

- a. Billing Statement by the Service Provider; and
- b. Acceptance of the deliverables listed above, supported by the issuance from PCC of a Certificate of Satisfactory Services Rendered (CSSR)

Payment shall be made and collected within the PCC premises.

XI. LIQUIDATED DAMAGES

If the contractor 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 every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT

To ensure protection of PCC information assets, bidders are expected to observe and abide by the established PCC Information Security Management System and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively "Information") to be provided to the bidders for the purpose of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Provider shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of this Information by any third person or entity. Bidders shall not use the Information for any purpose other than in connection with the Services. Bidders shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever. The Service Provider shall be required to sign Confidentiality/Non-Disclosure Agreement upon Notice of Award. Finally, the PCC and the Service Provider shall ensure that any activity that involves processing of personal information shall comply with the relevant provisions of the Data Privacy Act of 2012 (or Republic Act No. 10173), its Implementing Rules and Regulations, and other applicable laws and other administrative issuances.

XIII. DISPUTE AGREEMENT/RESOLUTION

The Parties agree that any dispute, controversy, difference, or claim arising out of or in relation to this Contract, including any question as to the interpretation, implementation, existence, validity, breach, or termination thereof or as to any non-contractual obligation arising out of or relating thereto, 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.

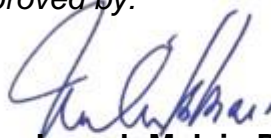
In case of a court dispute, the venue shall be any court of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any revisions, amendments, repeals, and supplements to this Contract shall be made upon through mutual written agreement by the Parties and must be signed and acknowledged between them.

Prepared by:


Joseph D. Bernat
Planning Officer V, FPMO-CPMD

Approved by:


Atty. Joseph Melvin B. Basas
Director IV, FPMO

CONFORME:
_____ Name of Consultant / Firm
_____ Signature of Consultant / Authorized Representative
_____ Designation
_____ Date

PROPOSAL SUBMISSION GUIDE

The details below shall guide prospective/interested offerors in preparing their respective proposals for the project:

PROCURING ENTITY	Philippine Competition Commission
ADDRESS	25 th Floor Vertis North Corporate Center I, North Avenue, Quezon City 1105
PROJECT NAME	Engagement of a Third-Party Audit Firm for the Quality Management System (QMS) of the Philippine Competition Commission
APPROVED BUDGET FOR THE CONTRACT	FOUR HUNDRED THOUSAND PESOS (₱ 400,000.00) , inclusive of all applicable government taxes
MODE OF SUBMISSION	Proposals may be submitted through registered or electronic mail .
WHOM TO ADDRESS THE PROPOSAL	DIR. JESON Q. DE LA TORRE Chairperson, Bids and Awards Committee Philippine Competition Commission Thru: THE SECRETARIAT Bids and Awards Committee Administrative Office – General Services Division (procurement@phcc.gov.ph)
DOCUMENTS TO BE SUBMITTED	<p>Eligibility Documents</p> <ul style="list-style-type: none"> • DTI-PAB Certification/Accreditation (with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for IAF 36: Public Administration); • DTI or SEC Registration Certificate; • Mayor's/Business Permit where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones. • PhilGEPS Registration Certificate/Number; • BIR Registration Certificate; and • Latest Business Tax Returns <p>Technical Proposal</p> <ul style="list-style-type: none"> • Company Profile; • List of ongoing and completed certification projects (Use Forms A and B); • Curriculum vitae of the proposed audit team with audit experience relevant to this project (Use Form C); • Certificate of satisfactory service from at least three (3) of its previous government clients; and • Complete and clear scope of work and implementation methodology, including team composition and work distribution (Use Form D). <p>Financial Proposal (<i>with cost breakdown</i>)</p>

Form A

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts from 2019 to present:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date Completed (Month and Year)	Amount of Awarded Contract
GOVERNMENT				
PRIVATE				

Submitted by:
Name of Representative of Offeror
 Position
 Date: _____

- Instructions:**
- a) **Cut-off date:** The day before the deadline of submission of offers/proposals.
 - b) Contracts that are **similar to the project being procured in terms of nature and amount** shall be prioritized for inclusion in the list

Form B

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date Completed (Month and Year)	Amount of Awarded Contract
GOVERNMENT				
PRIVATE				

Submitted by:
Name of Representative of Offeror
 Position
 Date: _____

- Instructions:
- a) State all ongoing contracts including those awarded but not yet started which may be similar or not similar to the project called for procurement
 - b) **Cut-off date:** The day before the deadline of submission of offers/proposals.

Format of Curriculum Vitae

Position in the Proposed Audit Team: _____

Name of Firm/Entity: _____

Name: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____

Assigned Tasks/Role in the Proposed Audit Team: :

Key Qualifications

Outline experience and training relevant to the project/engagement. Include dates (in months and years) with detailed description/discussion on the nature and scope of work handled. Describe the degree of responsibility held on previous projects and give dates and locations.

Education

Summarize college/university and other specialized education. Identify the names of schools, inclusive dates attended, and degrees obtained.

Professional License/s and Eligibilities

State all applicable professional licenses/eligibilities, date and place of conferment, license number and validity), and name of appropriate body regulating the practice the stated profession and/or allied profession.

Employment Record/Contracts/Projects

Starting with the present position, **list all employment positions held after graduation. Give specific dates, names of employers, titles of positions held, and project location/address.** For work experience (**in the last ten years for lead auditor and in the last five years for audit team members**), also indicate role played and types of activities performed and client references, where appropriate. **Failure to indicate details of role and duration shall merit zero points.**

Trainings Attended

Summarize trainings/seminars attended as a participant. Indicate the topic and duration in terms of hours/days.

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
Full Name and Signature of Concerned Audit Team Staff

Form D

Audit Team Information Sheet
For the Philippine Competition Commission

Name	Position in Audit Team	Role or Tasking

Full Name and Signature of Offeror's Representative
Date: _____

ORGANIZATIONAL PROFILE

The details below shall guide prospective/interested offerors in preparing their respective financial proposals/quotations for the project:

COMPANY NAME	Philippine Competition Commission
TIN NUMBER	489-261-567-000 (The PCC is a non-profit government agency.)
ADDRESS	25 th Floor Vertis North Corporate Center I, North Avenue, Quezon City 1105
HEAD OF OFFICE	Michael G. Aguinaldo Chairperson
PRIMARY CONTACT	Roxanne Marie B. Tabor Administrative Officer III / QMT Secretariat (02) 8771-9722 loc. 212; rbtabor@phcc.gov.ph
EFFECTIVE NO. OF PERSONNEL	304 (as of 30 January 2024) (196 full-time/plantilla/FTE; 108 job order staff)
NO. OF SITES	1
REQUIRED STANDARDS	ISO 9001:2015 Quality Management System
REQUIRED SCOPE	<ul style="list-style-type: none"> • Competition Policy Formulation and Provision of Regulatory and Enforcement Services pursuant to the Philippine Competition Act (RA No. 10667); • Provision of Competition Policy Research, Advocacy and Capacity Building Services; and • Information and Communications Technology (ICT) Services
SCOPE EXCLUSION/S	All clauses of the ISO 9001:2015 standards apply to the PCC
OUTSOURCED PROCESSES	Office Space, Security Services, Manpower Services (Janitorial, Drivers, Messengers, and Other General Support Services), Photocopier Services, Voice Over Internet Protocol or VOIP System (Landline), Integrated Communication System (Mobile), Internet Services, Courier Services, Fuel, Vehicle Repair/Maintenance, Information and Communications Technology Subscriptions (Data Maintenance, Security Modules, Anti-Virus, Backup Solutions, Cloud Based Services, etc.), Media Monitoring Services and Print and/or Online International Newspaper Subscription.
QMS DEVELOPMENT & IMPLEMENTATION	<ul style="list-style-type: none"> • 2017-2018: Systems Network International, Inc. for the development of ISO-aligned documentation and provision of QMS-related trainings; • 2019-2020: BCJA Consultancy and Training Services for the development of the PCC QMS Institutionalization Roadmap & Customized System Maturity Framework; • 2019-2020: Asian Social Project Services, Inc. for the design, development and conduct of the PCC Client Satisfaction Survey for 2019; and • 2018-2023: TÜV Rheinland Philippines for the PCC QMS Certification.
MAIN STATUTORY AND REGULATORY REQUIREMENTS	<ul style="list-style-type: none"> • Republic Act No. 10667 – Philippine Competition Act <ul style="list-style-type: none"> ○ Implementing Rules and Regulations of R.A. No. 10667 ○ 2017 PCC Rules on Merger Procedure ○ PCC Merger Review Guidelines ○ PCC Rules on Expedited Merger Review ○ Rules of the Leniency Program of the Philippine Competition Commission ○ PCC Clarificatory Note 16-001: Definitive Agreements and Binding Preliminary Agreements in Mergers and Acquisitions ○ PCC Clarificatory Note 16-002: Coverage of Compulsory Notification ○ PCC Clarificatory Note No. 17-001: Compulsory Notification in Voting Securities Acquisition

- PCC Clarificatory Note No. 18-001: Consolidation of Ownership
- Clarificatory Note No. 19-001: Coverage of Compulsory Notification in Land Acquisition
- Guidelines on Letters of Non-Coverage from Compulsory Notification
- PCC Memorandum Circular No. 17-001: Determination of Fines for Failure to Comply with Merger Notification Requirements and Waiting Periods
- PCC Memorandum Circular No. 17-002: Revised Rules on Payment of Fees for Notification and Review of Mergers and Acquisitions
- PCC Memorandum Circular No. 18-001: Amendment of Rule 4, Section 3 of the Implementing Rules and Regulations and Republic Act. No. 10667 (Threshold Adjustment)
- PCC Advisory 2019-001: Adjustment of The Thresholds for Compulsory Notification of Mergers and Notifications
- PCC Memorandum Circular 19-001: Process for Exemption from Compulsory Notification in Solicited Public-Private Partnership (PPP) Projects
- Commission Resolution No. 14-2019: Directing the Mergers and Acquisitions Office to File a Short Complaint with its Attached Recommendation for Cases Involving Violations of the Rules on Compulsory Notification and Waiting Periods
- PCC Memorandum Circular 20-001: Process for Exemption from Compulsory Notification of Joint Venture Agreements Entered into Pursuant to 'Guidelines and Procedures for Entering into JV Agreements Between Government and Private Entities' Issued by the National Economic Development Authority
- PCC Memorandum Circular 20-002: Process for Exemption from Compulsory Notification of Unsolicited Public-Private Partnership (PPP) Projects
- Joint Memorandum Circular No. 01-2020: The National Competition Policy of the Philippines
- Commission Resolution No. 22-2020: Adopting Rules for the Implementation of Section 4(eee) of Republic Act No. 11494, Otherwise Known as the "Bayanihan to Recover as One Act"
- Commission Resolution No. 21-2020: Adopting Interim Guidelines on the Resumption of Adjudication Proceedings during General Community Quarantine and Modified General Community Quarantine
- Commission Resolution No. 20-2020: Modifying Commission Resolution No. 18-2020 ("The Interim Guidelines on the Operations of the Mergers and Acquisitions Office during the General Community Quarantine and Modified General Community Quarantine")
- Commission Resolution No. 18-2020: Approving the Interim Guidelines on the Operations of the Mergers and Acquisitions Office during the General Community Quarantine or Modified General Community Quarantine
- PCC Memorandum Circular No. 20-003: Mergers and Acquisitions Entered into prior to the Effectivity of the "Bayanihan to Recover as One Act (R.A. No. 11494)
- PCC Memorandum Circular No. 21-001: Adjusting the Schedule of Fines for Violations of the Philippine Competition Act (PCA), of the 2017 Rules of Procedure of

the Philippine Competition Commission, and the Rules of Merger Procedure

- Commission Resolution No. 006-2021: Adopting the Interim Guidelines during Periods of Community Quarantine
 - Joint Circular No. 01, Series of 2022: Implementing Guidelines for the Streamlined Procedures for Applications for Mergers, Consolidations and Acquisitions of Banks
 - Commission Resolution No. 08-2022: Approving the Revised Rules of Procedure on Consent Order PCC Revised Rules Consent Order Enforcement
 - Office Circular No. 2022-007: Policies and Guidelines on Flexible Work Arrangements
 - Office Circular No. 2022-007A Amendment to OC No. 2022-007 Policies and Guidelines on Flexible Work Arrangements
 - Commission Resolution No. 04-2023: Adjusting the Merger Notification Thresholds Pursuant to Memorandum Circular No. 18-001
- 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, Government Procurement Reform Act
 - Commission on Audit (COA) Circular No. 2015-007 dated 22 October 2015, Prescribing the Government Accounting Manual for Use of All National Government Agencies (AD)
 - Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions (HR) revised 03 July 2018
 - CSC-COA-DBM Joint Circular No. 2, s. 2020 – Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government

Note: Refer to Annex E of the PCC Quality Manual for the complete list of statutory and regulatory requirements that apply to the Commission.