

**REQUEST FOR PROPOSAL**

**Provision of Catering Service for the Commission Strategic Planning**

P.R. No./Date Received: 2023-07-0130 / 07 July 2023

RFQ/P No. / Date: 2023-07-0118 / 14 July 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 Quotation/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 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 [zdmorales@phcc.gov.ph](mailto:zdmorales@phcc.gov.ph)) on or before **21 July 2023, 12:00 NN** subject to the

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 the project.
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	₱ 186,000.00	₱ 186,000.00	Provision of Catering Service for the Commission Strategic Planning		
<i>(Please see attached Terms of Reference)</i>							
<b>Total Lot ABC</b>			<b>₱ 186,000.00</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

### PROVISION OF CATERING SERVICE FOR THE COMMISSION STRATEGIC PLANNING IN TAGAYTAY CITY

#### I. RATIONALE/OBJECTIVE

The PCC Organizational Planning System (POPS) established through Office Circular No. 2018-03-001 prescribes the framework, processes, and timelines for the development, implementation, monitoring, and evaluation of all PCC organizational plans.

As part of POPS implementation and in line with the priorities of the current administration under the Philippine Development Plan 2023-2028, the PCC must identify a new set of strategic objectives to guide its operations in the next five (5) years. In this regard, the agency shall conduct the PCC-wide Strategic Planning for FY 2024-2028, which includes the Commission Strategic Planning.

#### II. Availability

The service provider must be available on the following dates:

- 16 August 2023 (10:00AM to 8:00PM)
- 17 August 2023 (7:00AM to 2:00PM)

#### III. PARTICIPANTS

Sixty-two (62) PCC personnel are expected to participate in the activity.

#### IV. REQUIREMENTS

##### A. Food Services Requirements

The service provider must be able to provide food and drinks for the following days:

Commission Strategic Planning			
Meal Setup	16 August 2023	17 August 2023	Schedule of serving
• Buffet breakfast with one round of coffee, iced tea or lemonade	N/A	✓	07:00AM
• Plated morning snack with one	✓	✓	10:00AM



round of iced tea or lemonade			
• <b>Buffet lunch</b> (which includes soup, 1 vegetable dish, 2 meat dishes {fish, chicken, pork or beef}, rice, dessert with fresh fruits) with one round of iced tea or lemonade	✓	✓	11:30AM
• Plated <b>afternoon snack</b> with one round of iced tea or lemonade	✓	N/A	02:30PM
• <b>Buffet Dinner</b> (which includes soup, 1 vegetable dish, 2 meat dishes {fish, chicken, pork or beef}, rice, dessert with fresh fruits) with one round of iced tea or lemonade	✓	N/A	07:00PM

\* Free-flowing coffee and/or tea and drinking water station during the activity

\* Provision of mints/candies

## B. Scope of Work

- Provide meals and drinks on **16 and 17 August 2023**
- Prepare a menu for the end-user's selection of buffet breakfast, AM/PM snacks and buffet lunch/dinner within 5 calendar days before the activity;
- Ensure quality of food and drinks prior to actual serving (i.e., temperature of the food, no spillage) and cleanliness of dinnerware and utensils to be used;
- Packed meals must be served in a food tub/container and must include disposable cutlery and serviette;
- Ingress at **9:00AM** on 16 August 2023 and **6:00AM** on 17 August 2023, 1 hour before serving of first meal;

- Set up at least one (1) managed food station, well-arranged and covered by navy-blue linen at the Commission on Audit (COA) International Training Center and Dormitory in Tagaytay City;
- Must have at least two (2) staff/server to serve food and drinks, and one (1) coordinator on **16 and 17 August 2023**;
- Egress immediately after the activity; and

### C. Client's satisfactory rating

With satisfactory rating from the previous clientele.

### D. Other Requirement

1. At least three (3) years of continuous business operation with experience in catering services for corporate meetings in private and/or government agencies/corporations;
2. Possess valid business permits necessary for the operation of a business providing catering services;
3. PhilGEPS registered; and
4. **Rebooking and Refund Policy.** Must have free rebooking and/or refund policies relative to travel restrictions based on resolutions and pronouncements made by the COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), other relevant national government agencies, or concerned Local Government Units. Reservation dates can also be amended within one (1) year from the original dates in the event of any of the following inevitable circumstances and emergency cases at least three days prior to the event:
  - Force majeure (i.e., natural calamity)
  - Sickness and other medical emergencies
  - Other important meetings/engagements requiring presence of PCC Officials (i.e., Budget Hearing)

## V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for this procurement is **One Hundred Eighty-six Thousand Pesos (Php186,000.00)**, inclusive of all applicable government taxes and service charges.

## VI. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement which covers provision of food and catering services, provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

## VII. PAYMENT SCHEME

Full payment of the contract shall be paid within fifteen (15) working days after the issuance of the following:

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

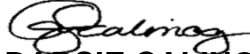
## VIII. LIQUIDATED DAMAGES

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 of one percent (1%) of the cost of unperformed portion of every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

## IX. DISPUTE AGREEMENT/RESOLUTION:

- a. Should there be 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.
- b. 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
- c. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:



**DARSIE CALINOG**

Planning Officer I, FPMO-CPMD

Reviewed by:



**JOSEPH D. BERNAT**

Planning Officer V, FPMO-CPMD

Approved by:



**ATTY. JOSEPH MELVIN B. BASAS**

Director IV, FPMO

**CONFORME:**

\_\_\_\_\_  
Name of Service Provider

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Designation

Date: \_\_\_\_\_

