

REQUEST FOR PROPOSAL

Procurement of an Event Management Firm for the 10th ASEAN Competition Conference

P.R. No./Date Received: 2023-11-0233 / 16 November 2023

RFQ/P No. / Date: 2023-11-0223 / 17 November 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 **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
- Notarized Omnibus Statement (to be submitted prior to issuance of award)
- Latest Income / Business Tax Return
- 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 procurementunit@phcc.gov.ph or (assigned PBAC Sec email zdmorales@phcc.gov.ph on or before **22 November 2023, 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 **Terms of Reference**.
- 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	QTY	Unit	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total			
	1	LOT	P998,000.00	P998,000.00	Procurement of an Event Management Firm for the 10th ASEAN Competition Conference		
					<i>(Please see attached Terms of Reference)</i>		
Total Lot ABC			P 998,000.00		TOTAL Amount (Per Lot):		
Delivery Instructions:					<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
Procurement of an Event Management Firm
for the 10th ASEAN Competition Conference
on 29-30 November 2023, Manila, Philippines

I. Rationale/Objective

The Philippine Competition Commission (PCC) will host the 10th ASEAN Competition Conference (ACC) on 29-30 November 2023 in Manila, Philippines which aim to serve as a platform for discussion and coordination for policies promoting a healthy and competitive environment in the ASEAN region. The ACC is also meant to strengthen linkages among competition authorities in the ASEAN and other development partners.

The conduct of the 10th ACC is in line with PCC’s commitment to foster a culture of competition in the country. Sections 12(m) and 12(q) of Republic Act No. 10667 or the Philippine Competition Act (PCA) mandates the PCC to (i) disseminate studies and reports on anti-competitive conduct and agreements to inform and guide the industry and consumers; and (ii) promote capacity-building and sharing of best practices with other competition-related bodies. It also affirms PCC’s commitment made during 30th AEGC Meeting¹ where the Philippines was identified to host the 31st AEGC Meeting and 10th ACC.

The 10th ACC with the theme “**From Innovation to Impact: Synergizing Antitrust and IP Regulation for a Stronger ASEAN**”, aims to foster a “competition-aware” region that supports fair competition by creating avenues for regular exchange and engagement, establishing competition-enforcement cooperation agreements, create a consistent approach to competition policy in the region and to achieve greater harmonization of competition policy and law in ASEAN among others.

II. Components of the 10th ACC

The following are the components of the 10th ACC:

29 November 2023 10th ACC Whole-day Event 08:00AM-09:00PM	
Location: Conference Hall	
Conference Opening Ceremony	<ul style="list-style-type: none"> • Duration: Maximum of twenty (20) minutes • Setup: Onsite and online (streamed via Youtube/Facebook, and available via Zoom) • Content: AVPs, emcee’s spiel, welcome remarks
Keynote	<ul style="list-style-type: none"> • Duration: Maximum forty (40) minutes • Setup: Onsite and online (streamed via Youtube/Facebook and available via Zoom) • Content: AVPs, emcee’s spiel
Photo Session	<ul style="list-style-type: none"> • Duration: Maximum ten (10) minutes • Setup: Opening ceremony speakers and keynote speakers, all ASEAN Member States and local participants
Plenary Sessions	<ul style="list-style-type: none"> • Five (5) Plenary Sessions • Duration: Maximum of seventy (70) minutes per panel • Setup: either pre-recorded, live onsite or online (streamed via

¹ Reference: 30th AEGC Report was named to host the 31st AEGC and 10th ACC.

	YT/Facebook, and available via Zoom) <ul style="list-style-type: none"> • Screen-sharing of presentations • With a virtual app-assisted interactive Q&A
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29 November 2023 Fellowship Night 06:00PM-09:00PM	
Location: Conference Hall	
Welcome Dinner	<ul style="list-style-type: none"> • Duration: Maximum of three (3) hours • Setup: Live • Content: Dinner program, toast, performances over dinner

30 November 2023 10th ACC Half-day Event 9:30AM-02:00PM	
Location: Conference Hall	
Plenary Sessions	<ul style="list-style-type: none"> • Venue: Main Conference Hall • Two (2) plenary sessions • Duration: Maximum of one (1) hour • Setup: either pre-recorded, live onsite and online (streamed via YT/Facebook) • Flash of presentations • With interactive virtual Q&A
Closing Ceremony	<ul style="list-style-type: none"> • Duration: Maximum of ten (10) minutes • Setup: Onsite and online (streamed via Youtube/Facebook)

30 November 2023 10th ACC Half-day Event 02:00PM-03:00PM	
Location: Conference Hall	
Closed Door Session	<ul style="list-style-type: none"> • Venue: Conference Hall • Duration: Maximum of one (1) hour • Setup: either pre-recorded, live onsite • Flash of presentations • With interactive virtual Q&A

III. Scope of Works

The PCC will engage the services of an event management firm to oversee the project management and execution on event day which may involve registrations, managing staff during the event, and resolving any onsite conflicts that arise. Specifically, the event management firm are expected to perform the following tasks:

A. Event planning and coordination

1. Submit an Event Plan that is informed by the project brief and creative direction provided in this document and through consultations with the PCC;
2. Coordinate with contracted suppliers of PCC for the 10th ACC for other production needs such as photo, video, stage styling and design, lights and sounds, creative content for AVPs, video documentation, SDEs, video conference platform, audience interaction system, and handle administrative requirements in the preparation, conduct, and closing of the event.
3. Coordinate with contracted suppliers of PCC for the 10th ACC for the monitoring of production of institutional tokens and conference kits for the event.
4. At the 10th ACC (29-30 November 2023) and Fellowship Night (29 November 2023), the following tasks are required:
 - a. staging and production design of registration area including backdrops, decorations, photo wall, photobooth, 15 standard sized flagpoles for ASEAN flags

- b. contract hosts, ushers, and other talents for forum proper and Fellowship Night; and
- c. ingress and egress operations.

B. Guest and event management

On 29-30 November 2023, the following tasks are required:

1. Provide registration services including ushers and registration assistants;
2. Coordinate with the security and hotel management staff of the venue for security and other compliance requirements, especially for VIPs that will be identified by the PCC secretariat;
3. Secure permits, gate passes, property passes for loading trucks carrying equipment;
4. Ensure that all technical requirements for the event are acquired, available, and properly working;
5. Organize and facilitate Speaker's Technical Rehearsals; compile speaker's presentations and manage pre-recorded presentations, if any;
6. Conduct a final orientation or dry-run within five (5) days before the actual event dates;
7. Run the event based on the Event Plan approved by the PCC;
8. Provide one (1) host who is of good reputation and knowledgeable about the subject matter (market competition, business, economic development); and
9. Troubleshoot any event-related issue or problem that may arise.

C. Fellowship Night

1. Conceptualize and manage a program on 29 November 2023 from 6:00 PM to 09:00 PM at the conference venue that will include a thirty-minute ambient entertainment during pre-dinner cocktails; and performers for the event.
2. Provide one (1) host for the Fellowship Night.

D. Closed Door Session

1. Coordinate with other contracted PCC supplier to ensure the setup of the function room for the meeting.

E. Management and Production Team

The following are other requirements from the events organizing firm:

1. Form an Event Management team who will execute, oversee, and manage the required online and onsite physical and technical requirements of the event that includes, but are not limited to the following:
 - a. Event Coordinator
 - b. Event Director
 - c. Stage/Production/Project Manager
 - d. Script Writer
 - e. Technical Assistants
 - i. Runners
2. Cover meals and transportation for the management team from ingress to egress including rehearsals/dry runs.

3. Cover other expenses such as corkage, electrical fees, ingress and egress fees at the venue.
4. Submit a Terminal Report and database of participants which includes the number of online views, number of in-person attendees, social media engagement, attendee evaluation survey, summary of questions and feedback, and transcription of the entire program.

IV. Institutional Arrangements

The event management firm shall also assume the following obligations:

1. Designate one (1) project coordinator to ensure the timely delivery of outputs and to coordinate with PCC and other suppliers contracted by PCC in carrying out the management services;
2. Ensure consistency with the overall objective and concept of 10th ACC;
3. Provide and shoulder all costs of necessary manpower, facilities, production equipment and set-up, and conduct all necessary preparatory and other activities to accomplish the agreed scope of work and deliverables (e.g., event planning, coordination, etc.). Any additional costs incurred relative to any aspect of the event shall solely be charged to the event management firm;
4. Meet regularly with PCC during project duration to discuss activities, issues, and other concerns related to the event;
5. Submit reports (when necessary) detailing work progress, issues and concerns, and recommended next steps in relation to the project at no additional cost to PCC; and
6. Execute a notarized non-disclosure or confidentiality agreement with PCC to ensure the confidentiality of all information and materials the events organizing firm may receive from PCC.

On the other hand, the PCC shall:

1. Provide all information and materials needed to accomplish the scope of work, including branding guidelines, preliminary manuscript, list of invitees, among others;
2. Review and approve all materials and deliverables produced by the events management firm; and
3. Provide at least three (3) support staff to assist and coordinate with the events organizing firm.

V. Minimum Qualifications for the Service Provider

Prospective bidders are requested to submit documentary requirements listed in Annex A to ensure that the above-mentioned qualifications are met.

Preferred Qualifications	
Applicable experience and capability of the bidder	<ul style="list-style-type: none"> • The agency/firm, and its partner/s, must have been in existence for at least seven (7) years; • Must have undertaken at least three (3) activities similar to conferences or launches, within the last five (5) years with at least one hundred (100) participants in a single event. • Must have undertaken at least three (3) high-level/international/ministerial meetings/conferences within the last two (2) years

	<ul style="list-style-type: none"> • Must have undertaken at least five (5) international events within the last twelve (12) months • Engaged with at least one (1) national government agency in a similar/related activity such as conference or launches.
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VI. Deliverables, Timelines and Payment Schedules

Project activities will commence immediately for a period of one (1) month (November 2023) upon issuance of the Notice to Proceed (NTP).

Reports and other relevant documents and deliverables are to be submitted to and should be duly received and accepted by the PCC project manager. Below is the summary of the deadline of submission for each deliverable:

Milestones/Deliverables	Timeline	% of contract price
<ol style="list-style-type: none"> 1. Event plan, inclusive of, but not limited to, the following: <ol style="list-style-type: none"> a. Production schedule/timeline; b. Security and contingency plan 2. List of management and production staff 3. Name and of the hosts for the 29-30 November 2023 events (including fellowship night) 	<p>Within two (2) calendar days from the issuance of Notice to Proceed</p>	60%
<ol style="list-style-type: none"> 1. Submission of the terminal report 	<p>Within twenty (20) calendar days from the last day of the event.</p>	30%
		100%

Payments to the events organizing firm shall be made upon PCC's acceptance of the deliverables indicated above.

The Terminal Report shall be submitted by the Events Management Firm in two (2) hard copies to PCC for payment processing. Electronic/softcopies of the documents and AVP shall also be submitted to PCC.

VII. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this project is **Nine Hundred Ninety-Eight Thousand Pesos (PhP 998,000.00)** inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation for this engagement such as, among others, preparation, conduct of the Forum proper, and delivery of documents and reports.

The procurement of this project shall be undertaken through Negotiated Procurement-Small Value Procurement, pursuant to Republic Act No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. Confidentiality and Ownership of Data

The event management firm shall be engaged by the PCC and shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials conceptualized, designed, and produced shall be owned by PCC, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The events organizing firm shall not use nor disseminate these documents for their own research purposes without the written consent of the PCC.

IX. Other Terms and Conditions

Neither party shall be liable to the other for any failure to perform any obligation under the contract which is due to an event beyond the control of such party including but not limited to force majeure, acts of God, fire, flood, lightning, typhoon, hurricane, volcanic eruption or other convulsion of nature; invasion, acts of foreign enemies, hostilities or warlike operations; strikes, riots, civil commotion, mutiny, rebellion, insurrection, military or usurped power; government intervention, law or ordinance; court order; resolution or judgment; renovation or repairs of whatever nature and stage; closure or cessation of operation; or other causes beyond either party's control.

The client shall also not be charged with cancellation fees in the event that travel restrictions and enhanced community quarantines are imposed within Metro Manila due to high cases of COVID-19, making the conduct of the event or any mass gathering impossible. The service provider should likewise be willing to respond to immediate or unforeseen changes in the specifications, activities, and schedules based on IATF and local government unit pronouncements.

X. Penalties and Liquidated Damages

The selected events organizing firm shall be subject to assessment by PCC as to the effectivity of the event in meeting its objectives.

Where the events organizing firm refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the Contract Agreement, the events organizing firm shall pay PCC for liquidated damages, and not by way of penalty, an amount, as provided in the General Conditions of Contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten (10%) percent of the contract amount, PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

To be entitled to such liquidated damages, PCC does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the events organizing firm under the Contract Agreement and/or collect such liquidated damages from the retention money or other securities posted by the events organizing firm, whichever is convenient to PCC.

XI. Dispute Resolution

Should any dispute related to the TOR and/or rights of the PCC and the events organizing firm (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 TOR must be in writing, signed and acknowledged by the Parties.

Approved by:
 Kenneth V. Tanate, PhD

Executive Director
Date:

Conforme:

Name and Signature
Date:

ANNEX A

List of Documents for Submission

Procuring Entity	Philippine Competition Commission
Address	25F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Procurement of an Event Management Firm for the 10 th ASEAN Competition Conference on 29-30 November 2023, Manila, Philippines
Project Details	As indicated on the above Terms of Reference
Approved Budget for the Contract	PhP 998,000.00 (inclusive of all applicable government taxes)
Documents to be Submitted	<p>Eligibility Documents (to be submitted with the proposals)</p> <ul style="list-style-type: none"> • PhilGEPS Registration Number • Mayor/Business Permit • Accomplished Omnibus Sworn Statement • Latest Income/Business Tax Return • Conformed Terms of Reference
Documents to be Submitted	<p>For Project Team</p> <ul style="list-style-type: none"> • Company profile stating the existence of the firm is at least seven (7) years; • List of at least three (3) activities similar to conferences or launches managed within the last five (5) years with at least one hundred (100) participants in a single event. • List of at least three (3) high-level/international/ministerial meetings/conferences managed within the last two (2) years • List of at least five (5) international events managed within the last twelve (12) months • Engaged with at least one (1) national government agency in a similar/related activity such as conference or launches. • At least 2 Certificates of Satisfactory Services Rendered issued by at least one (1) national government agency