

**REQUEST FOR QUOTATION**

**Provision of Catering Services for the Conduct of the Competition Law Implementation Program (CLIP) VI Workshop on Advanced Interview Techniques and Drafting of Statements on 03-05 June 2024**

P.R. No./Date Received: 2024-05-00110 / 22 May 2024

RFQ/P No. / Date: 2024-05-0108 / 28 May 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 **Detailed 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:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be issued before award of contract)
- Signed Request for Quotation
- Signed Detailed Technical Specifications

This pro-forma quotation may be 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](mailto:procurement@phcc.gov.ph) or [zdmorales@phcc.gov.ph](mailto:zdmorales@phcc.gov.ph) on or before **3 June 2024, 1:00 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 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 **Detailed Technical Specifications**.
- 10 Please note that the **award of the procurement is on a per lot basis**.

Very truly yours,

  
**ROMMEL R. OIRA**  
PBAC Secretariat Head

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	₱ 76,650.00	₱ 76,650.00	Provision of Catering Services for the Conduct of the Competition Law Implementation Program (CLIP) VI Workshop on Advanced Interview Techniques and Drafting of Statements on 03-05 June 2024		
					<i>(Please see attached Detailed Technical Specifications)</i>		
<b>Total ABC</b>				<b>₱ 76,650.00</b>	<b>TOTAL Amount (Per Item):</b>		
<b>Delivery Instructions:</b>					<i>(Please see attached Detailed 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 Food Catering Services for the Conduct of the Competition Law Implementation Program (CLIP) VI Workshop on Advanced Interview Techniques and Drafting of Statements on 03-05 June 2024

#### I. Rationale/Objective

The Competition Enforcement Office (“Enforcement Office”) is the operating unit of the Philippine Competition Commission (“PCC”) that conducts investigations and prosecutions of possible violations of Sections 14 (anti-competitive agreements) and 15 (abuse of dominant position) of the Philippine Competition Act (“PCA”) and violations of other competition laws.

In the exigency of service and to further improve the investigation and prosecution functions of the Philippine Competition Commission (PCC), the Competition Enforcement Office (CEO), in cooperation with the Australian Competition and Consumer Commission (ACCC), will conduct a three-day workshop on Competition Law Implementation Program (CLIP) focusing on Advanced Interview Techniques and Drafting of Statements which held on **June 03-05, 2024 9/F Vertis North Corporate Tower 1, North Avenue, Quezon City, 1105**

#### II. Participants

**Thirty-Five (35)** participants are expected attendees of the said activity, comprising of PCC Staff from the Competition Enforcement Office and representatives from the Economics Office and Mergers and Acquisitions Office

#### III. Requirements (for 03 June 2024 to 05 June 2024)

##### A. Menu (*minimum requirement*)

- **AM Snacks**
  - choice of 1 meal with combination of pasta and pastries
  - 1 round Iced Tea/Lemonade/Juice
  
- **Buffet Lunch**
  - at least with 2 viands (Fish, and Chicken or Beef or Pork)
  - vegetables
  - steamed rice
  - desert (salad/ fresh fruits/ pastries)
  - soup
  - bottomless Iced Tea/Lemonade/Juice
  
- **PM Snacks (Heavy)**
  - combination of pasta and pastries or Filipino merienda food
  - 1 round Iced Tea/Lemonade/Juice

- **Other**
  - Free-flowing coffee and/or tea and drinking water during activity
  - Provision of mints/candies per table

**B. Serving Schedule**

- Mid-Morning Snack- Not later than 10:00AM
- Buffet Lunch- Not later than 12:00NN
- Mid-afternoon Snack - Not later than 3:00PM

**C. Scope of Work**

- Ingress at least 1-2 hours before the program (the program will start at 8:30AM);
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set up at least one (1) managed Buffet station, well-arranged and covered by clean and presentable linen;
- Must have at least four (4) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
- Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages.
- Ensure cleanliness of buffet area all the time.
- Egress at least 1-2 hours after the program (the program will end at 5:00PM).

**D. Client Satisfactory Rating**

- With satisfactory rating from previous clientele.

**E. Souvenir for Resource Persons**

- Must provide souvenir kit for the two (2) Resource persons from the Australian Competition and Consumer Commission (ACCC) (*to be finalized with the End-user*)

**IV. Approved Budget for the Contract (ABC)**

The total estimated ABC for this procurement is **Seventy-Six Thousand Six Hundred Fifty Pesos (PhP76,650.00)**, inclusive of all applicable government taxes, fees and charges.

**V. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement-Small Value Procurement which covers provision of food/catering services under the 2016 Revised IRR of RA 9184.

**VI. Payment Scheme**

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

- a. Billing Statement or Statement of Account by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC through the End-user.

**VII. 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 for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. The PCC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

**I. 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:



ZICO SIMEONE D. MORALES  
*Legal Assistant II, CEO*

Approved by:



ATTY. CHRISTIAN B. DE LOS SANTOS  
*Director IV, CEO*

<b>Conforme:</b>
_____
<b>Name and Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Company</b>
_____
<b>Date</b>
_____