

REQUEST FOR PROPOSAL

Provision of Catering Services for the Conduct of the PCC 7th Year Anniversary Celebration

P.R. No./Date Received: **2023-01-0036 / 23 January 2023**

RFQ/P No. / Date: **2023-01-0027 / 23 January 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 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 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 mrfajutnaophcc.gov.ph on or before **27 January 2023, 12:00 NN** 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. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. 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.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference**

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
 PBAC Chairperson

Item	QTY	ABC	Project Title	Total Amount
				(To be filled-up by the supplier)
1	1	P 284,900.00	Provision of Catering Services for the Conduct of the PCC 7th Year Anniversary Celebration	
			(Please see attached Terms of Reference)	
Total Lot ABC		P 284,900.00	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

PROVISION OF CATERING SERVICES FOR THE CONDUCT OF PCC 7TH ANNIVERSARY CELEBRATION

I. Background and Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body established in 2016 mandated to implement the national competition policy and enforce the Philippine Competition Act (PCA). On its 7th year of establishment, the PCC highlights the milestones and accomplishments of the agency from its establishment to its day-to-day operations through the conduct of the PCC 7th Year Anniversary Celebration on 01 February 2023.

The Anniversary Celebration aims to: (a) report on the accomplishments of the PCC through its offices; (b) orient the new members of the management of the PCC organization structure and staffing pattern; (c) present the milestones of the agency; and (d) foster good relationship and socialization among its officials and personnel.

II. Event and Participants

The PCC 7th Anniversary Celebration shall be held on **01 February 2023** at the **9th floor of Vertis North Corporate Center I, North Ave., Quezon City** and will gather **Two Hundred Fifty-Nine (259) PCC personnel**.

III. Requirements

A. Menu (minimum requirement)

Appetizer:

- Any proposed appetizer

Buffet Dinner:

- at least with 3 viands (Fish, Beef, Chicken/Pork)
- Vegetables
- Steamed rice
- Dessert
- Fresh Salad & Fruits
- Soup
- Bottomless Iced Tea/Lemonade/Juice

Others:

- Celebration toast for 259 pax
- Free-flowing coffee and/or tea and drinking water during activity

B. Serving Schedule

Appetizer – 4:30PM

Dinner – 6:00PM

C. Scope of Work

1. Decoration and set-up according to the theme agreed with the End-user;
 - Two (2) balloon arches for stage set-up (*please see sample picture*)
 - Two (2) balloon standings for venue entrance (*please see sample picture*)Color: Navy Blue and Silver
2. Ingress at least 1-2 hours before the program;
3. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
4. Set up at least two (2) managed Buffet station, well-arranged and covered by clean and presentable linen;
5. Must have at least two (4-8) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;
6. Must provide floor cover for the buffet station to protect the permanent carpet flooring from food and drinks spillages;
7. Ensure cleanliness of buffet area all the time and
8. Egress immediately after the program.

IV. Approved Budget for the Contract (ABC)

The ABC is **Two Hundred Eighty-Four Thousand Nine Hundred Pesos (PhP284,900.00)**, 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 End-user.

Payment shall be released and collected within the PCC premises.

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 ten percent (10%) of the contract price by the winning service provider. In addition, 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 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 Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:


John Albert G. David
Executive Assistant II, OED

Reviewed by:


John Hubert M. Guamos
Executive Assistant III, OED

Approved by:


Kenneth V. Tanate, PhD
Executive Director

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date

SAMPLE:

BALLOON ARCHES



BALLOON STANDEE

