

REQUEST FOR PROPOSAL

Provision of Food for the PCC Operational Planning Work Sessions

P.R. No./Date Received: 2024-07-0146 / 08 July 2024

RFQ/P No. / Date: 2024-08-0171 / 07 August 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 **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 Proposal:

- Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Satatement (To be submitted before award of contract)
- Signed Request for Proposal
- 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 procurement@phcc.gov.ph or mbnunez@phcc.gov.ph on or before **12 August 2024 , 05:00 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 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 **Technical Specifications**.
10. Please note that the **award of the procurement is on a per lot basis**.

Ver [confidential]
ROMMEL R. UJKA
Head, PBAC Secretariat [conf]

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					<i>(To be filled-out by the supplier)</i>	
1	1	lot	₱ 76,650.00	Provision of Food for the PCC Operational Planning Work Sessions		
				<i>(Please see attached Technical Specifications)</i>		
Total ABC (Per Lot)			₱ 76,650.00	TOTAL Amount		
Delivery Instructions:				<i>(Please see attached 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 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 : _____



TECHNICAL SPECIFICATIONS

PROVISION OF FOOD FOR THE PCC OPERATIONAL PLANNING WORK SESSIONS

I. RATIONALE/OBJECTIVE

The Philippine Competition Commission (PCC) maintains an Organizational Planning System (POPS) which prescribes the framework, processes, and timelines in the development, implementation, monitoring, and evaluation of its organizational plans.

In line with the implementation of POPS and PCC's Strategic Plan for FY 2024-2028 which outlines its envisioned contributions to the thrusts and priorities of the current administration, the agency must revisit identified strategic issues, evaluate its organizational performance, address operational issues, and undertake the necessary recalibration of organizational targets and initiatives to ensure maximum organizational efficiency.

In this regard, the agency shall conduct the PCC Organizational Planning Workshop for FY 2025-2026 which shall include the Operational Planning Work Session activity.

II. Availability

The service provider shall cater to the food requirements of the two (2)-day PCC Operational Planning Work Sessions to be conducted on 02 and 06 September 2024. The final schedule of the Operational Work Sessions will be communicated by the end-user at least three (3) days prior to the first day of the activity.

III. PARTICIPANTS

The total number of guaranteed participants in the PCC Operational Planning Work Sessions are as follows:

- Day 1: Fifty (50) PCC personnel
- Day 2: Fifty-five (55) PCC personnel

IV. REQUIREMENTS

A. Food Services Requirements

The service provider must ensure that food is provided based on the following meal arrangements and delivery requirements:

PCC Strategic Planning Work Sessions			
Meal Setup	Day 1 (02 Sept 2024)	Day 2 (06 Sept 2024)	Schedule of delivery
• Packed morning snack (combination of pasta and sandwich or pasta and pastry with fillings) with one bottled iced tea or lemonade	✓	✓	9:00 AM
• Buffet lunch (which includes soup, 1 vegetable dish/salad, 2 meat dishes {fish/chicken and pork/beef}, rice, and dessert) with one bottled iced tea or lemonade	✓	✓	11:00 AM
• Packed afternoon snack (combination of pasta and sandwich or pasta and pastry with fillings) with one bottled iced tea or lemonade	✓	✓	02:00 PM

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

* Provision of mints/candies

B. Scope of Work

- Prepare a menu for the end-user's selection of buffet lunch and packed AM and PM snacks within 5 calendar days before the activity;
- Provide meals and drinks during the two (2)-day PCC Operational Planning Work Sessions on 02 and 06 September 2024 at the Philippine Competition Commission, 25/F, Vertis North Corporate

Center 1, North Ave, Quezon City.

Note: The packed meals must be served in a food tub/container and must include disposable cutlery and table napkins;

- Ensure quality of food and drinks (i.e., food is warm and soup/drinks have no spillage) and cleanliness of utensils prior to actual serving; and
- Delivery of buffet lunch and packed AM and PM snacks at 9:00AM during the two (2)-day PCC Operational Planning Work Sessions on 02 and 06 September 2024.
- Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;

C. Client's satisfactory rating

With satisfactory rating from the previous clientele.

D. Other Requirement

1. Possess valid business permits necessary for the operation of a business providing catering services;
2. PhilGEPS registered; and
3. **Rebooking and Refund Policy.** Must have free rebooking and/or refund policies relative to travel restrictions based on resolutions and pronouncements made by 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 calendar 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 Seventy-six Thousand Six Hundred Fifty Pesos (Php 76,650.00), inclusive of all applicable government taxes and service charges

VI. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement – Small Value Procurement which covers provision of food and catering services, provided under Section 53.9 of 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:

Approved by:

[confidential]

[confidential]

JOSEPH D. BERNAT
Planning Officer V
FPMO-Corporate Planning and
Management Division

ATTY. JOSEPH MELVIN B. BASAS
Director IV
Finance, Planning and Management Office

CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation

Date: _____