

REQUEST FOR QUOTATION

Provision of Vehicle for the Conduct of 2022 PCC Teambuilding Activity

P.R. No./Date Received: **2022-06-0112 / 14 June 2022**

RFQ/P No. / Date: **2022-06-0103 / 16 June 2022**

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/Certificate
- 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 procurement@phcc.gov.ph or bageslani@phcc.gov.ph on or before **June 20, 2022, 04:00PM** 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**.

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 lot	₱125,100.00	Provision of Vehicle for the Conduct of 2022 PCC Teambuilding Activity	
			(Please see attached Terms of Reference)	
Total Lot ABC		₱ 125,100.00	TOTAL Amount:	
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

Vehicle Rental for the Conduct of the PCC Teambuilding Activity (TBA) on 23-24 June 2022

I. Participants

One Hundred Ninety-Five (195) PCC officials and employees are expected participants of the said activity.

II. Specifications

A. **Availability.** Transportation must be available on 23-24 June 2022.

B. **Location.** Located outside and adjacent areas of Metro Manila.(i.e Bulacan and Tagaytay).

C. **Route.** Philippine Competition Commission – outside and adjacent areas of Metro Manila.(i.e Bulacan and Tagaytay).

1. Pick-up point is at Verts North Corporate Center 1, 7:30 AM, 23 June 2022

2. Drop-off time outside and adjacent areas of Metro Manila.(i.e Bulacan and Tagaytay). and date is at 12:00 NN, 24 June 2022

D. **Vehicle Features/Amenities.** Six (6) 49-seater Airconditioned Tourist Bus, with luggage compartment, audio and video system, microphone.

1. Five (5) buses shall stay overnight, One (1) bus shall serve as vehicle for day 1 attendees.

E. Inclusions

1. Toll Fee
2. Fuel Fee (Gas)
3. Driver's Fee, meals and accommodation for drivers
4. Road users fee/parking fee
5. Uniformed driver

F. Other Requirements

1. **Maintenance.** Guaranteed sanitized and clean.
2. **Onboard Insurance**

III. Approved Budget for the Contract and Mode of Procurement

The Approved Budget for the Contract (ABC) for this engagement is **One Hundred Twenty-Five Thousand One Hundred Pesos (PhP125,100.00)**, inclusive of all applicable government taxes and service charges.



IV. Mode of Payment

Payment shall be endorsed to the Director of Administrative Office; and the payment shall be released within Fifteen (15) days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered (CSSR), and the PCC's acceptance of the deliverables listed above.

VI. Confidentiality of Data and Information

The Consultant that will be engaged by the PCC shall submit outputs directly to the designated project manager within PCC for review and endorsement for payment. All the materials, data, and information used and generated through this project will be the sole property of PCC. The consultant shall neither use nor disseminate these documents for their own research purposes without the written consent of the PCC.

VII. Liquidated Damages

If the LSP fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of everyday of delay. Pursuant to Section 68 of Republic Act No. 914, otherwise known as the Government Procurement Reform Act, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum deduction is reached, the procuring entity 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:


RIMEL B. EVARISTO
PCC SAO, AO-HCMD

Noted by:


ANTONIA LYNNELLY L. BAUTISTA
PCC CAO, AO-HCMD

Approved by:


JESON O. DE LA TORRE
Director IV Administrative Office (AO)

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date