

**REQUEST FOR QUOTATION**

**Provision of Catering Services Relative to the Conduct of the Orientation on the Philippine Competition Act and Its IRR at the Bulacan State University Main Campus, Malolos City, Bulacan**

P.R. No./Date Received: 2024-05-0106 / 15 May 2024

RFQ/P No. / Date: 2024-05-0103 / 23 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 **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 (may be submitted prior to the award of the contract)
- Signed Request for Quotation
- Signed 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 [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or [iffuna@phcc.gov.ph](mailto:iffuna@phcc.gov.ph) on or before **29 May 2024, 12:00 Noon** 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**.

Very truly yours,

  
**ROMMEL R. OIRA**  
Head, PBAC Secretariat

Item	QTY	Unit	Total ABC	Item/Description	Unit Cost (PhP)	Total Amount (PhP)
					<i>(To be filled-out by the supplier)</i>	
1		lot	₱ 75,750.00	Provision of Catering Services Relative to the Conduct of the Orientation on the Philippine Competition Act and Its IRR at the Bulacan State University Main Campus, Malolos City, Bulacan		
				<i>(Please see attached Technical Specifications)</i>		
<b>Total ABC (Per Lot)</b>			<b>₱ 75,750.00</b>	<b>TOTAL Amount per lot</b> <i>(Award of Procurement is on a per lot basis)</i>		
<b>Delivery Instructions:</b>				<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 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 : \_\_\_\_\_



## TECHNICAL SPECIFICATIONS

### Provision of Catering Services Relative to the Conduct of the Orientation on the Philippine Competition Act and Its IRR at the Bulacan State University Main Campus, Malolos City, Bulacan

#### I. Rationale

The PCC and the Bulacan State University (BuSU) entered last 28 November 2023 into a three-year Partnership Agreement for the Champions of Competition-Competition Local Advocacy Network (CLAN) Project, under which the BuSU CLAN Training Team will conduct orientation seminars on the Philippine Competition Act. As per the agreed upon work plan, two runs of the orientation seminar will be held at the BuSU E-Library Conference Hall on 05 June and 06 August 2024.

The BuSU CLAN Team set the theme for the Orientation, “Leveling the Playing Field through Fair Market Competition,” with the main objective of raising awareness and enhancing understanding of competition law and policy among select businesses, consumers, academe (SUCs and private universities) and public sector organizations (LGUs) in Region III.

Under the Agreement, BuSU shall provide the venue for the seminars, whereas the PCC shall shoulder the training expenses for the provision of catering services for the secretariat, resource persons and participants during the conduct of the seminars.

For the conduct of the two runs of the orientation seminar, the BuSU has offered the use of the BuSU E-Library Conference Hall at the BuSU Main Campus, Guinhawa in Malolos City, Bulacan. This venue is situated within the business district of Bulacan’s capital, which is proximate to most of the target participants of the activity, including business and trade association heads and members, local chief executives and members of the academe.

#### II. Participants

Schedule		Number of Persons
First Run	05 June 2024	75 pax (including participants, facilitators and secretariat)
Second Run	06 August 2024	75 pax (including participants, facilitators and secretariat)
<b>TOTAL (for both runs)</b>		150 pax

#### III. Scope of Work and Job Specifications

##### A. Availability

1. Must be able to provide catering services for the 75 persons on 05 June 2024 and for the 75 persons on 06 August 2024 at the BuSU e-Library Conference Hall, BuSU Main Campus, Guinhawa, in Malolos City, Bulacan.
2. With at least one (1) government or private client satisfactory rating (CSSR)



## B. Food Service Requirements

1. Banquet set-up in crescent or classroom-style for 75 participants. With separate set-up of at least two (2) round tables in an adjacent room at the venue for 15 participants (special guests, resource persons and BuISU technical working group and PCC pax) during lunch.
2. Provision of AM snack, PM snack, and lunch
3. Set-up of free-flowing coffee, tea, and water station throughout the function, including appropriate and sufficient glasses and cups
4. Provision of mints/candies
5. Final menu is at the discretion of the PCC (procuring entity)
6. Provide appropriate food containers and utensils during meals both for the family set-up and the packed-meal set-up
7. Provide adequate staff to set-up food, utensils, banquet table and chairs and at least two (2) uniformed waiters to assist in the distribution of food during the activity
8. Secure entrance permit/s from the venue, if necessary
9. Ensure food safety and the quality of the food to be served; and
10. Ensure proper cleanup of garbage after the activity

DETAILS		
SCHEDULE	FOOD REQUIREMENTS	SETUP
<b>First Run</b> 05 June 2024 (75 pax)	<b>AM Snack</b> <i>To include all or any of the following:</i> <ul style="list-style-type: none"> <li>• pasta, noodle or any hot dish <i>(i.e. spaghetti, pancit, chicken macaroni soup, sotanghon, lomi, champorado, ginatan, arroz caldo, etc.)</i></li> <li>• finger food or appetizer <i>(i.e. turon, french fries, lumpiang sariwa, salad, nachos, empanada, quesadilla, burito, etc.)</i></li> <li>• sandwich, bread, kakanin or pastry <i>(i.e. chicken or clubhouse sandwich, siopao, banana bread, ensaymada, inipit, bibingka, etc.)</i></li> </ul>	<ul style="list-style-type: none"> <li>• packed snack for 60 pax to be distributed at the venue</li> <li>• packed snack for 15 pax to be served in family table set-up in an adjacent room to the venue</li> </ul>
	<b>Lunch</b> <i>To include:</i> <ul style="list-style-type: none"> <li>• rice</li> <li>• 1 soup</li> <li>• 1 vegetable dish</li> <li>• 1 fish/seafood or chicken dish</li> <li>• 1 pork or beef dish</li> <li>• dessert or salad</li> <li>• canned/bottled chilled juice/soda of at least 240 ml</li> </ul>	<ul style="list-style-type: none"> <li>• buffet lunch for 60 pax to be served at the venue</li> <li>• family meal set-up for 15 pax, in an adjacent room to the venue</li> </ul>
	<b>PM Snack</b> <i>To include all or any of the following:</i> <ul style="list-style-type: none"> <li>• pasta, noodle or any hot dish <i>(i.e. spaghetti, pancit, chicken macaroni soup, sotanghon, lomi, champorado, ginatan, arroz caldo, etc.)</i></li> <li>• finger food or appetizer <i>(i.e. turon, french fries, lumpiang sariwa, salad, nachos, empanada, quesadilla, burito, etc.)</i></li> <li>• sandwich, bread, kakanin or pastry</li> </ul>	<ul style="list-style-type: none"> <li>• packed snack for 60 pax to be distributed at the venue</li> <li>• packed snack for 15 pax to be served in family table set-up in an adjacent room to the venue</li> </ul>

	<i>(i.e. chicken or clubhouse sandwich, siopao, banana bread, ensaymada, inipit, bibingka, etc.)</i>	
	Free-flowing coffee, tea, and water	• set-up in a station throughout the function, including appropriate and sufficient glasses and cups
	Provision of nuts and mints/ candies	
<b>Second Run</b> 06 August 2024 (75 pax)	<b>AM Snack</b> To include all or any of the following: <ul style="list-style-type: none"> <li>• pasta, noodle or any hot dish <i>(i.e. spaghetti, pancit, chicken macaroni soup, sotanghon, lomi, champorado, ginatan, arroz caldo, etc.)</i></li> <li>• finger food or appetizer <i>(i.e. turon, french fries, lumpiang sariwa, salad, nachos, empanada, quesadilla, burito, etc.)</i></li> <li>• sandwich, bread, kakanin or pastry <i>(i.e. chicken or clubhouse sandwich, siopao, banana bread, ensaymada, inipit, bibingka, etc.)</i></li> </ul>	<ul style="list-style-type: none"> <li>• packed snack for 60 pax to be distributed at the venue</li> <li>• packed snack for 15 pax to be served in family table set-up in an adjacent room to the venue</li> </ul>
	<b>Lunch</b> To include: <ul style="list-style-type: none"> <li>• rice</li> <li>• 1 soup</li> <li>• 1 vegetable dish</li> <li>• 1 fish/sea food or chicken dish</li> <li>• 1 pork or beef dish</li> <li>• dessert or salad</li> <li>• canned/bottled chilled juice/soda of at least 240 ml</li> </ul>	<ul style="list-style-type: none"> <li>• buffet lunch for 60 pax to be served at the venue</li> <li>• family meal set-up for 15 pax, in an adjacent room to the venue</li> </ul>
	<b>PM Snack</b> To include all or any of the following: <ul style="list-style-type: none"> <li>• pasta, noodle or any hot dish <i>(i.e. spaghetti, pancit, chicken macaroni soup, sotanghon, lomi, champorado, ginatan, arroz caldo, etc.)</i></li> <li>• finger food or appetizer <i>(i.e. turon, french fries, lumpiang sariwa, salad, nachos, empanada, quesadilla, burito, etc.)</i></li> <li>• sandwich, bread, kakanin or pastry <i>(i.e. chicken or clubhouse sandwich, siopao, banana bread, ensaymada, inipit, bibingka, etc.)</i></li> </ul>	<ul style="list-style-type: none"> <li>• packed snack for 60 pax to be distributed at the venue</li> <li>• packed snack for 15 pax to be served in family table set-up in an adjacent room to the venue</li> </ul>
	Free-flowing coffee, tea, and water	• set-up in a station throughout the function, including appropriate and sufficient glasses and cups
	Provision of nuts and mints/ candies	

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

The ABC is computed at **Seventy-five Thousand Seven Hundred and Fifty Pesos (PhP75,750.00)** for the number of participants for both runs guaranteed in this TOR, and inclusive of all applicable government taxes and service charges. In the case of additional participants, cost per participant will be charged accordingly. However, the total additional cost shall not exceed ten percent (10%) of the original contract price in accordance with Annex D of the Revised IRR of R.A. 9184.

## 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

Payment shall be made to the provider according to the schedule below:

Schedule	Percent of Contract Amount
Upon signing of contract and submission of Event Order Agreement and Billing Statement by the Service Provider for the percent of contract amount	50%
Payment <b><i>within fifteen (15) business days after the conduct of the first run in June 2024</i></b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.	25%
Payment <b><i>within fifteen (15) business days after the conduct of the second run in August 2024</i></b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC.	25%
<b>Total</b>	<b>100%</b>

Payment shall be released and claimed within the PCC premises or be credited to the provider's bank account, net of applicable transfer charges.

## VII. Rebooking and Refund Policy

Must have free rebooking and/or refund policies relative to travel restrictions based on resolutions and pronouncements made by any relevant national government agencies or concerned local government units.

Reservation dates can also be amended within three (3) months from the original dates in the event of any of the following inevitable circumstances and emergency cases at least three (3) days prior to the arrival at the venue:

- Fortuitous events (e.g., natural disasters)
- Sickness and other medical emergencies
- Other important meeting/engagements requiring presence of PCC officials

## 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 (0.001) 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 contract, the PCC reserves the right to rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

**IX. Dispute Agreement/Resolution**

In the matter of dispute, 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, Philippines.

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.

Approved by:  
  
**ARNOLD ROY D. TENORIO** *cve*  
 Acting Director IV, CKMO  
 Date:  
**May 13, 2024**

Conforme:

\_\_\_\_\_  
**Name and Signature of Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Date**



## ANNEX A

*Directions: Kindly supply the necessary information requested in the checklist and provide means of verification (MOV) of the availability of the requirements as requested. You may send the MOVs as an attachment to the proposal.*

Particulars	NAME OF SERVICE PROVIDER		Remarks from Service Provider
	Availability (Mark with "X")	Remarks from PCC	
<b>A. Availability</b>			
1. Must be able to provide catering services for the <b>75 persons on 05 June 2024</b> and for the <b>75 persons on 06 August 2024 at the BulSU E-Library Conference Hall, BulSU Main Campus, Guinhawa, City of Malolos, Bulacan.</b>		Please write "I Agree" in the next column to concur	
1. With at least one (1) government or private client satisfactory rating (CSSR)		Please attach at least one (1) govt or private (CSSR)	
<b>B. Food service requirements</b>			
1. Provision of AM Snack, Lunch and PM Snack			
2. Set-up of free-flowing coffee, tea, and water throughout the function, including appropriate and sufficient glasses and cups		Please write "I Agree" in the next column to concur	
3. Provision of mints/candies		Please write "I Agree" in the next column to concur	
4. Final menu is at the discretion of the procuring entity (PCC)		Please write "I Agree" in the next column to concur	

*Directions: Kindly supply the necessary information requested in the checklist and provide means of verification (MOV) of the availability of the requirements as requested. You may send the MOVs as an attachment to the proposal.*

Particulars	NAME OF SERVICE PROVIDER		
	Availability (Mark with "X")	Remarks from PCC	Remarks from Service Provider
5. Provide appropriate food containers and utensils during meals both for the family set-up and the packed-meal set-up		Please write "I Agree" in the next column to concur	
6. Provide adequate staff to set-up food, utensils, banquet table and at least two (2) uniformed waiters to assist in the distribution of food during the activity		Please write "I Agree" in the next column to concur	
7. Secure entrance permit/s from the venue, if necessary		Please write "I Agree" in the next column to concur	
8. Ensure food safety and the quality if the food to be served;		Please write "I Agree" in the next column to concur	
9. Ensure proper cleanup of garbage after the activity		Please write "I Agree" in the next column to concur	
<b>C. Payment Scheme</b>  Upon signing of contract and submission of Event Order Agreement and Billing Statement by the Service Provider for the percent of contract amount. <b>(50%)</b>		Please write "I Agree" in the next column to concur	



Directions: Kindly supply the necessary information requested in the checklist and provide means of verification (MOV) of the availability of the requirements as requested. You may send the MOVs as an attachment to the proposal.

Particulars	NAME OF SERVICE PROVIDER		
	Availability (Mark with "X")	Remarks from PCC	Remarks from Service Provider
<p>Payment <b>within fifteen (15) business days after the conduct of the first run in June 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC. <b>(25%)</b></p> <p>Payment <b>within fifteen (15) business days after the conduct of the second run in August 2024</b> upon issuance of the billing statement by the Service Provider and a Certificate of Satisfactory Service by PCC. <b>(25%)</b></p>			
<p><b>D. FINANCIAL PROPOSAL</b></p> <p>The ABC is computed at <b>Seventy-five Thousand Seven Hundred and Fifty Pesos (Php75,750.00)</b> for the number of participants for both runs guaranteed in this TOR, and inclusive of all applicable government taxes and service charges. In the case of additional participants, cost per participant will be charged accordingly. However, the total additional cost shall not exceed ten percent (10%) of the original contract price in accordance with Annex D of the Revised IRR of R.A. 9184.</p>		<p>Please indicate the amount of your proposal in the next column</p>	

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