

**REQUEST FOR PROPOSAL**

**Provision of Meals for the 2023 PCC Mid-Year General Assembly**

P.R. No./Date Received: 2023-06-104 / 05 June 2023 RFQ/P No. / Date: 2023-06-0090 / 09 June 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 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 (assigned PBAC Sec email [rnrgarcia@phcc.gov.ph](mailto:rnrgarcia@phcc.gov.ph)) on or before **14 June 2023, 10:00 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 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 **Technical Specifications**
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,

  
**DIR. JESON Q. DE LA TORRE**  
PBAC Vice Chairperson

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	₱ 180,310.00	₱ 180,310.00	Provision of Meals for the 2023 PCC Mid-Year General Assembly		
<i>(Please see attached Terms of Reference)</i>							
<b>Total Lot ABC</b>				<b>₱ 180,310.00</b>	<b>TOTAL Amount (Per Lot):</b>		
<b>Delivery Instructions:</b>						<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 : \_\_\_\_\_



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## TERMS OF REFERENCE

### PROVISION OF MEALS FOR THE 2023 PCC MID-YEAR GENERAL ASSEMBLY

#### I. Background and Objective

The Philippine Competition Commission (PCC) is an independent quasi-judicial body mandated to implement Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA prohibits anti-competitive agreements, abuses of dominant position and anti-competitive mergers and acquisitions, as the law aims to enhance market competition for the benefit of consumers and businesses.

In line with the approved FY 2022 Work and Financial Plan of the Administrative Office, the FY 2023 PCC Mid-Year General Assembly shall be conducted as authorized through Special Order No. 2023-05-24-002 dated 24 May 2023.

The GA aims to: (a) highlight the accomplishments of the offices for FY 2022; (b) determine the challenges/problems encountered in PCC operations; and (c) identify possible interventions to such challenges.

#### II. Participants

The General Assembly shall be held on 16 June 2023 at the 9<sup>th</sup> floor of Vertis North Corporate Center I and will gather **Two Hundred Forty-Seven (247)** PCC personnel.

#### III. Requirements

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

###### Packed AM Snack:

- **One (1) serving of pasta/ noodles with bread**
- **One (1) serving of chicken fillet**
- **Any sweets**
- **One (1) serving of iced tea**

###### Packed Lunch:

- **Serving of three viands (with choices of beef, pork, chicken, and fish)**
- **Unlimited soda drink**
- **One (1) serving of dessert (with choices of fresh fruits, fruit salad, cake)**
- **Serving of vegetable salad**

###### Packed PM Snack:

- **One (1) serving of pinoy snacks**

- **One (1) serving of chips**
- **One (1) serving of fruit juice**

## **B. Serving Schedule**

AM Snack – 9:30:00 AM

Lunch – 12:00 NN

PM Snack – 3:00PM

## **C. Scope of Work**

1. **Provide 19 round tables (for 10 pax/table) and 140 chairs, and** ingress at least 1 hour before the program (8:00AM) for set up.
2. The provider must provide a menu for the food.
3. Ensure quality of food prior to actual serving and cleanliness of dinnerware and utensils to be used;
4. All food and items must be delivered 30 minutes before the serving schedule above.

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

The ABC is **One Hundred Eighty Thousand Three Hundred Ten Pesos (PhP180,310.00)**, 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.

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:

  
**RIMEL D. EVARISTO**  
SAO, AO-HCMD

Reviewed by:

  
**ANTONIA LYNNELY L. BAUTISTA**  
CAO, AO-HCMD

Approved by:

  
**JESON O. DE LA TORRE**  
Director IV, Administrative Office

**CONFORME:**

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

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

\_\_\_\_\_  
**Name of Company**

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