

REQUEST FOR QUOTATION
Procurement of Transportation Services for the Multisectoral Forum on the PCA and NCP on 27-29 April 2022 in Baguio City

P.R. No./Date Received: **2022-04-0063 / 19 April 2022**

RFQ/P No. / Date: **2022-04-0063 / 19 April 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 / Technical Specifications Sheet** 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 (Notarized Omnibus Sworn Statement to be submitted prior to issuance of Award)

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 rvillanueva@phcc.gov.ph on or before **25 April 2022 12:00NN** 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 / Technical Specifications Sheet**.

Very truly yours,



ROMMEL R. OIRA
Head, PBAC Secretariat

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	1	₱ 60,000.00	Procurement of Transportation Services for the Multisectoral Forum on the PCA and NCP on 27-29 April 2022 in Baguio City			
			<i>Please see attached Terms of Reference</i>			
			*** Nothing follows ***			
Total ABC		₱ 60,000.00	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

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



TERMS OF REFERENCE

Requirement	:	Rental of Shuttle Service for the Multisectoral Forum on the Philippine Competition Act (PCA) and the National Competition Policy (NCP)
Duty station	:	Baguio City
Duration	:	27 and 29 April 2022

Background

The Philippine Competition Commission (PCC) an independent quasi-judicial body mandated to implement the National Competition Policy and enforce Republic Act No. 10667 or the Philippine Competition Act (PCA). The PCA serves as the primary competition law in the Philippines for promoting and protecting competitive markets.

The PCC is intensifying its efforts to ensure that stakeholders are informed about competition policy and law, the Commission itself, and its functions and powers. Thus, as part of PCC's advocacy and capacity-building initiatives that aim to educate and capacitate relevant stakeholders and the public about competition policy and law and the provisions of the PCA, the PCC will conduct the Multisectoral Forum on the PCA and in Baguio City on 27-29 April 2022. An external service provider shall be contracted to provide meeting package and accommodation for PCC officials, staff and resource persons. To this end, the PCC will require the rental of a shuttle service to transport PCC officials and staff to Baguio City.

I. Scope of Work

A. Routes

- Shuttle Service going from PCC office in Quezon City to the location of the activity in Baguio City
- Shuttle Service going from the location of the activity in Baguio City to PCC office in Quezon City

B. General Specifications

1. Use of vehicle with driver to transport nine (11) PCC officials and staff including boxes of event supplies from the PCC office in Quezon City to Baguio City and vice versa.
2. The passengers will be picked up from the PCC office in Quezon City morning of 27 April 2022 and dropped off at the location of the activity in Baguio City.



3. The passengers will also be picked up morning of 29 April 2022, from the location of the activity and dropped off at the PCC office.

C. Assigned Drivers shall ensure

1. The excellent condition of the vehicle;
2. Maintain the over-all cleanliness of the vehicle;
3. Vehicles is sanitized and disinfected before use; and
4. The shuttle service will depart exactly at the time of agreed schedule.

D. Service Provider's Responsibilities

1. Assign vehicles that meet the specifications herein indicated.
2. Assigned driver to the vehicle who meet the criteria herein indicated.
3. Submit complete list of the driver's name, address, mobile number, professional driver's license ID copy, and complete vaccination card.
4. Coverage of Personal Accident Insurance for the drivers and passengers on board.
5. Maintained shuttle service in compliance with the approved LTFRB Permit and Technical Safety Certificate for the vehicle.
6. Provide for the assigned driver's meals and other trip expenses such as tolls, parking fees and fuel.

E. End-User's Responsibilities

1. Provided the schedule of pick up on 27 and 29 April 2022 with complete list of passengers.
2. Provide a contact person for emergency and scheduling concerns.

II. Payment Scheme

Full payment of the contract shall be paid within 15 days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PCC

Billing statement must be provided by the Service Provider within 7 days upon the delivery of service.

III. 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 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 the contract, without prejudice to other courses of action and remedies open to it.

IV. 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.

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.

V. General Conditions

Agency must grant copyright ownership of all videos, photos, audio both raw and edited to the Philippine Competition Commission. All edited/packageged materials should follow branding specifications of PCC.

Approved by:
 ARNOLD ROY D. TENORIO Director, CKMO
Date: <u>13 April 2011</u>

Conforme:

Name/Signature
Date: _____