

TERMS OF REFERENCE

Lease of Venue for HGC GAD Sensitivity Training

I. SCOPE OF SERVICE

General Requirements

1. Price quotations for an overnight stay;
2. Event date: Thursdays and Fridays, tentatively scheduled on November 9-10, 2017; November 16-17, 2017 and December 7-8, 2017;
3. Location should be within Clark, Pampanga, approximately less than two (2) hours away by land from NLEX;
4. Venue/Conference Room can accommodate at least the following number of participants:

Date	No. of Participants
First Batch November 9-10, 2017	33
Second Batch November 16-17, 2017	34
Third Batch December 7-8, 2017	34

5. Free parking space for participants;
6. Complimentary tarpaulin 'Welcome Banner';
7. Accommodation, food, use of function rooms and other facilities/amenities; and
8. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days. In case there will be additional participants, same price per head shall apply.

II. Specific Requirements

A. Venue of Activities

The service provider shall provide venue/conference room for the training/seminar activities for the duration of the event. Below are the minimum requirements:

- Should have a room to serve as banquet area;
- Table set – up for the Secretariat and Registration;
- Use of a wide screen projector /audio/PA system, including at least two(2) microphones;

- Venue for activities should have nearby comfort rooms, at least one (1) for male and one (1) for female.
- Can accommodate the minimum number of participants as stated above;
- Free use of recreational amenities
- Free wi-fi access

B. Accommodations

The service provider shall provide accommodations with the following minimum requirements:

- Air – conditioned room, with basic hotel room facilities including but not limited to beddings, closet, toilet and bath with daily replenishment of bath towels and toiletries and ample water supply; and at least can provide this number of rooms for the following schedules:

	NUMBER OF ROOMS	TYPE OF ROOM
First Batch November 9-10, 2017	3	Single Rooms
	3	Double Room
	4	Triple Rooms
	3	Quadruple Rooms
Second Batch November 16-17, 2017	5	Single Rooms
	1	Double Room
	5	Triple Rooms
	3	Quadruple Rooms
Third Batch December 7-8, 2017	3	Single Rooms
	3	Double Rooms
	3	Triple Rooms
	4	Quadruple Rooms

C. Food

The service provider shall provide the following meal requirements for the minimum number of participants per batch

- Free flowing coffee and tea, with water station, throughout the function;
- Day 1: AM Snacks, Buffet Lunch, PM Snack and Buffet Dinner;
- Day 2: Buffet Breakfast, AM Snack and Buffet Lunch;
- Proposed menus shall be submitted to the Corporation; and
- Actual menus shall be subject to approval of the Corporation.

III. **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The service provider shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of **THREE HUNDRED SIXTY-FOUR THOUSAND FOUR HUNDRED & 00/100 PESOS** (P 364,400.00) for the entire duration of the event

IV. **MODE OF PROCUREMENT**

The mode of procurement for the lease of venue shall be undertaken in accordance with the provisions of Section 53.10 of the Revised Implementing Rules & Regulations of Republic Act 9184, otherwise known as the Government Procurement Reform Act.

V. **EVALUATION AND SELECTION CRITERIA**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors provided under Appendix B of the Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of RA 9184.



JIMMY B. SARONA
Chairperson
Bids and Award Committee