

2018 HGC REGIONAL ROUNDTABLE DISCUSSION - MINDANAO
TERMS OF REFERENCE
LEASE OF VENUE

I. OBJECTIVE

To lease a venue for the 2018 Regional Roundtable Discussion- Mindanao through Alternative Method of Procurement – Lease of Real Property and Venue.

II. LOCATION

The 2018 Regional Roundtable Discussion –Mindanao leg shall be held in Cagayan de Oro City. The choice for the place is based on the ease and convenience of the clients in terms of accessibility considering their respective locations in the region. Further, CDO is one of the centers of trade and commerce in the area where banks and housing developers pose promising opportunities. Since this is a “regional/stay-out” event, the economy of travel to-and-fro the office was considered. Based on our screening of possible venues, there is no publicly-owned venue that can meet HGC's requirements for maximum participation/attendance and for an effective Roundtable Discussion that would achieve the desired output.

III. DATE OF EVENT

October 17, 2018

IV. SCOPE OF SERVICE

1. Regional Roundtable Discussion Venue
2. AM and PM Snacks and Buffet Lunch
3. Room Accommodations for HGC employees

V. DELIVERABLES

1. Meals for fifty (50) participants
 - a. AM and PM Snacks and Buffet Lunch
 - b. Flowing coffee/tea during sessions at the function room
2. Use of Function room that can accommodate at least fifty (50) participants
 - a. Use of Public Address system and connector for laptops
 - b. Microphones
 - c. White Board with marker
 - d. Erasers, pads and pencils
 - e. White screen for projector

3. Wi-Fi Internet access
4. Accommodations for 3 days and 2 nights

Two (2) double occupancy rooms

VI. CRITERIA FOR SELECTION

1. The approved package cost must be most advantageous to Home Guaranty Corporation and must not go beyond the approved budget for the venue.
2. The proposals shall be rated based on the Table of Rating Factors for Lease of Venue (attached as Annex "A") provided for in the Consolidated Guidelines for the Alternative Methods of Procurement.

VII. AWARDING OF CONTRACT

The bidder with the highest rated bid shall be awarded the contract.

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the venue is P 62,400.00 inclusive of tax, chargeable against Corporate Operating Budget.

ATTY. DANILO C. JAVIER
Chairperson
Bids and Award Committee