



TERMS OF REFERENCE

Procurement of Lease of Venue for the MWSS CO Officers' Strategic Planning
Workshop
Contract NO. PPRD-LVSP-2019

I. RATIONALE

The MWSS Corporate Office intends to conduct its Strategic Planning Workshop outside of MWSS Corporate Office, in a more appropriate venue to maximize the attainment of the objectives of the exercise. For this purpose, an external service provider will be contracted to provide the conference/function room, meals, and accommodations.

II. SCOPE OF WORK

The service provider for the venue shall provide the function rooms and facilities, accommodation, meals, with the following specifications:

1. General Requirements

- a. Price Quotation for Three (3) days and Two (2) nights
- b. Event date: Thursday to Saturday, preferably July 10 to 12 or 17 to 19, 2019
- c. Preferred location is either in Tagaytay, Batangas or Laguna
- d. Guaranteed number of participants: 55 participants
- e. Free parking spaces for 1 bus and 4 Suv's
- f. Accommodations, meals, use of function rooms and other facilities/amenities; in case of additional participants, price shall be the same price or less than the regular participants
- g. Complimentary Welcome Banner (1.5 x 2.5 meters)
- h. Price Quotation shall be denominated in Philippine Peso and inclusive of all applicable government taxes and service charges.

2. Specific Requirements

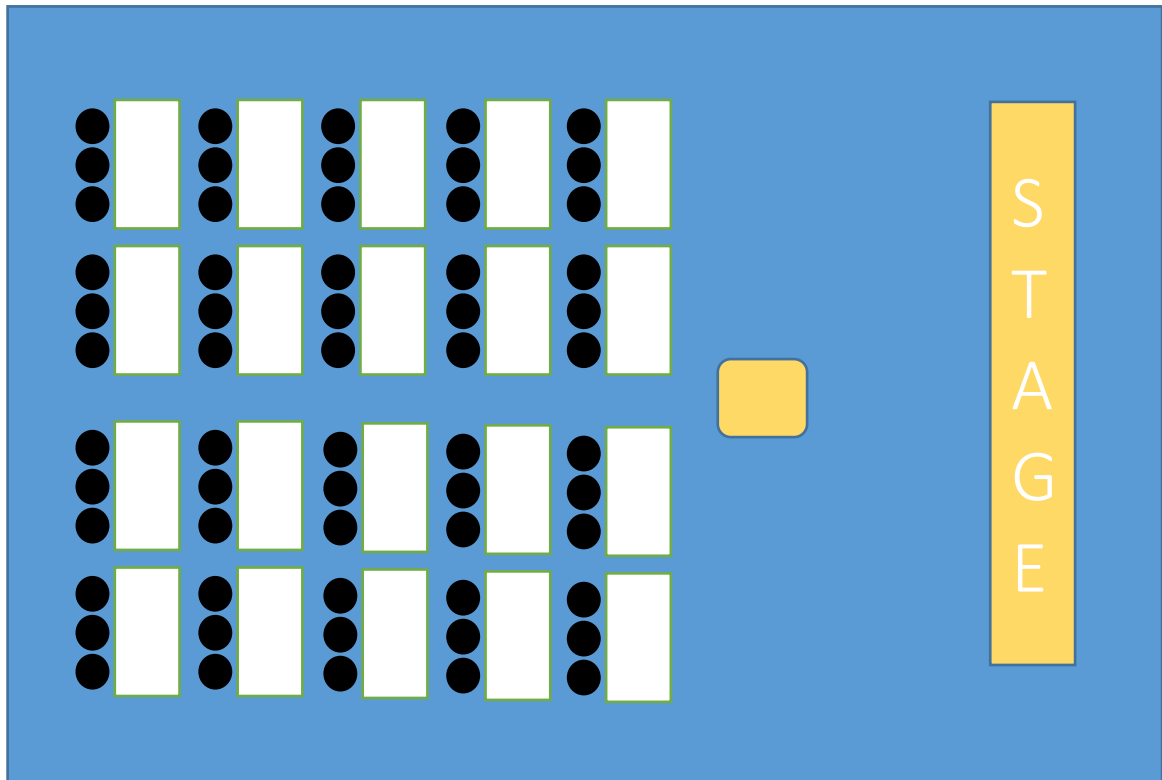
The Service Provider shall provide venues for various activities for the duration of the workshop. Below are the minimum requirements:

- a. Check-in and Luggage Drop-off Counters
 - i. Table set-up for check-in counters, where employees shall drop-off their luggage before proceeding to the function room for the planning session. Area/set-up for check-in and luggage drop-off shall be in the same floor/area where the function room specified in item 2.b is located.
 - ii. Service Provider shall set-up at least two (2) check-in counters, each with at least two (2) staff assigned.

- iii. Service Provider shall assist in transferring the luggage of participants to their assigned rooms once available.
- iv. Room keys shall be distributed not later than 3:00PM on the first day of the planning session.

b. Function Room

- i. One guaranteed air-conditioned function room with built-in floor-to-ceiling wall dividers which can accommodate at least 55 participants, for a classroom set-up for meetings and meals, as illustrated below:



- ii. Rest Rooms for male and female must be available near the function room
- iii. A separate table set-up/area for the Secretariat.
- iv. The function room shall be provided, throughout the event, with whiteboard/flip chart, one (1) side screen for LCD projects, PA/audio system including at least three (3) cordless microphones, and strong/fast WiFi connection.

c. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 55 participants with the following requirements:

- i. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, mini-

bar and coffee and tea making machines, toilet and bath with daily replenishment of bath towels and toiletries for each guest, hot and cold shower, water supply, and complimentary bottled water for each guest. Room accommodations shall include complimentary use of hotel facilities, if there is any, such as swimming pool and gym.

- ii. Room allocations for 55 participants (see attached breakdown):
 - 1. Single Occupancy – 1
 - 2. Triple Occupancy – 10
 - 3. Quadruple Occupancy – 6
- iii. Two (2) Triple Occupancy Room shall be provided as part of the advance party.

d. Meals

The Service Provider shall provide the following meal requirements for a minimum of 51 participants:

- i. Meal Schedule
 - 1. Day 1 – Buffet Lunch, PM Snacks and Buffet Dinner
 - 2. Day 2 – Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner
 - 3. Day 3 – Buffet Breakfast, Buffet Lunch
- ii. All meals are inclusive of one (1) round of iced tea/juice drink/soft drink
- iii. Free-flowing hot tea and coffee and water station throughout the event.
- iv. Two-way buffet station set-up
- v. Preferred menu is international composed of rice (either steamed or fried), soup, 3 viands (2 meat dishes and one vegetable dish), and dessert.
- vi. Proposed menu shall be submitted to MWSS as part of its proposal
- vii. Food tasting shall be conducted upon request of MWSS and the final choice of menu is subject to the approval by MWSS.

3. Mode of Procurement

The procurement through Lease of Venue shall be undertaken in accordance with Sections 53.9 and 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184, otherwise known as the Government Procurement Act.

4. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is PHP 7,060 per participant or PHP388,250.00 for the 55 participants inclusive of all government taxes and charges. See. Table of Estimated Costs below:

Date of Planning Workshop		Jul 10 - 12, 2019 / Jul 17-19, 2019
Meals		
Breakfast	300.00 x 2 days x 55 pax	33,000.00
AM Snack	150.00 x 2 days x 55 pax	16,500.00
Lunch	450.00 x 3 days x 55 pax	74,250.00
PM Snack	150.00 x 2 days x 55 pax	16,500.00
Dinner	400.00 x 2 days x 55 pax	44,000.00
Accommodation		
Single Occupancy - 1	6,000.00/room x 17 rooms x 2 nights (including use of function room and amenities)	204,000.00
Triple Occupancy - 10		
Quadruple Occupancy - 6		
Function Room		
TOTAL		388,250.00

5. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue provided under Annex H, Appendix B of the RIRR (making use of the following criteria: availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost). Only service providers with a **WEIGHTED AVERAGE** of **EIGHTY-FIVE PERCENT (85%)** shall be included in evaluating their proposal.

6. Documentary Requirement

As prescribed under Annex H, Appendix A – Documentary Requirement for Alternative Method of Procurement, the WINNING service provider shall submit the following as a condition for the issuance of NOTICE OF AWARD:

- a. Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income / Business Tax Returns
- d. Omnibus Sworn Statement

7. Payment Terms

The payment for the services rendered by the Service Provider shall be made within thirty (30) days upon issuance of the billing statement and the corresponding Certificate of Satisfactory Service by MWSS.

Failure to comply with the Terms and Condition of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to Ten (10%) percent of the Contract Price by the winning service provider.

8. Reservation Clause

The MWSS reserves the right to reject any or all Quotations/Proposals at any time prior to contract award, to annul the procurement process, and rescind the

contract, without thereby incurring any liability to the affected proponents and prejudice to other courses of action and remedies open to it, and to accept only the offer that is most advantageous to the Government.