

Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

TERMS OF REFERENCE

**PROCUREMENT OF LEASE OF VENUE WITH FOOD AND ACCOMMODATION
FOR THE CONDUCT OF GAD MAINSTREAM PLANNING/TEAM BUILDING
CONTRACT NO. SVP-19-HRODL-01 (Lease of Venue for Team Building)**

I. RATIONALE

The MWSS Corporate Office intends to conduct the GAD Mainstream Planning / Team Building outside of its office, in a more appropriate learning environment, and maximize the attainment of the objectives of the program. For this purpose, a service provider shall be procured to provide for 128 pax (more or less) the facilitators, conference/function room/hall, meals, accommodation and team building grounds for its activities.

II. SCOPE OF WORK and TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function room/hall, accommodation, meals, team building grounds for the facilitator's activities, with the following specifications:

A. General Requirements

- 1.) Price Package Quotation for Two (2) days and One (1) night;
- 2.) Event date: Thursday and Friday, June 20-21, 2019;
- 3.) Location is either in Batangas, Laguna, or Tagaytay;
- 4.) Number of Participants: 128 pax (guaranteed at 120 pax) with skeletal workforce;
- 5.) Designated parking space for 3 buses and 5 Suv's;
- 6.) Complimentary Welcome Banner (1.5 x 2.5 meters, layout shall be provided by MWSS); and
- 7.) Quoted price shall be inclusive of all applicable government taxes and service charges.

B. Special Requirements

1.) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the event. In case of bad weather conditions that conducting outdoor activities become impracticable, outdoor activities shall be conducted in a covered area. Below are the minimum requirements:

1.1 Outdoor

- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and team building activities;
- iii. Spacious outdoor area (preferably in a beach or swimming pool that can accommodate at least 120 pax);
- iv. Spacious lawn and shaded area (covered with grass)
- v. Sports facilities for group activities such as full-court basketball, beach volleyball, play pool;
- vi. Water stations at team building areas; and
- vii. Nearby comfort rooms within the outdoor activity area.

1.2 Indoor

- i. Air-conditioned function room that can accommodate at least 120 pax with enough space to break into proc groups;
- ii. Table and chairs for the secretariat;
- iii. Audio and visual equipment with 2 microphones; and
- iv. Adequate to strong wi-fi internet connection.

1.3 Accomodation

The Service Provider shall provide one (1) night/two (2) days accommodation with the following minimum requirements:

- i. Indicate prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 120 guests in total;
 - > 1 Single Occupancy – King Bed
 - > 32 Four-Sharing Rooms or Combination of Four/Six-Sharing Rooms. (No Double-Deck or floor mattresses)
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and
- iv. Quad-sharing room accommodation for one (1) night for the advance party who will check-in prior the event.

1.4 Food/Meals

The Service Provider shall meet the following meal requirements for 120 pax:

- i. Free-flowing coffee and purified drinking water during indoor activities and water/water stations in strategic locations during outdoor activities;
- ii. Grilling station for grilling of meat/seafoods/vegetables and etc;
- iii. DAY 01- Managed Buffet Lunch, PM Snack and Dinner

- Managed Buffet Lunch
- > Juice/Soda
- > Plain Rice
- > At least three (3) viands
- > Appetizer/Salad/Soup
- > Dessert

- Managed Buffet Dinner
- > Juice/Soda
- > Plain Rice
- > At least three (3) viands
- > Appetizer/Salad/Soup
- > Dessert

- PM Snack
- > Juice/Coffee
- > Bread/Sandwich
- > Pasta/Noodles

iv. DAY 02 – Managed Buffet Breakfast and Packed Lunch

Breakfast

- > Coffee/Juice
- > Garlic / Fried Rice
- > 2 Viands
- > Egg
- > Fresh Fruits
- > Cereals

Packed Lunch

- > Juice/Soda
- > Vegetables
- > Pork/Chicken Viand
- > Plain Rice
- > Dessert

v. Proposed Menu or food choices shall be attached to the proposal and to be approved by MWSS Technical Working Group Committee; and

vi. Designated banquet area / hall for MWSS participants during meal time.

1.5 Emergency Power / Back-up Power Generator

The venue must have a standby/back-up electrical system in case of power outage during the event.

C. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Two Thousand Two Hundred Peso (PHP 2,200.00) per day per person or Five Hundred Sixty-Three Thousand Two Hundred Pesos (PHP 563, 200.00) inclusive of all government taxes and charges.

D. MODE OF PROCUREMENT

The mode of procurement shall be Lease of Venue as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

E. EVALUATION AND SELECTION CRITERIA (RATING SCHEME)

Proposals shall be in accordance with the Scope of work and Technical Specifications (making use of the following criteria: availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Leave of Venue). Only service providers with a **WEIGHTED AVERAGE** of **EIGHTY-FIVE PERCENT (85%)** shall be invited to bid.

F. 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:

- i. Mayor's / Business Permit
- ii. PhilGEPS Registration Number
- iii. Income / Business Tax Returns
- iv. Omnibus Sworn Statement / Draft Contract

G. PAYMENT SCHEME

The payment for the services rendered by the Service Provider shall be made upon its issuance of the billing statement and the corresponding Certificate of Satisfactory Service by the end-user.

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

MWSS reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.