



Republic of the Philippines  
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

## TERMS OF REFERENCE

### LEASE OF VENUE FOR THE MWSS-CO GENDER & DEVELOPMENT ACTION PLANNING WORKSHOP

#### I. RATIONALE

The Gender And Development (GAD) Action Planning / GAD Workshop will be conducted outside of MWSS Corporate Office, in a more appropriate learning environment, to maximize the attainment of the objectives of the program. For this purpose, an external service provider will be contracted to provide the conference/function room, food and accommodation.

#### II. SCOPE OF WORK AND JOB SPECIFICATION

The service provider should be able to provide conference/function room, accommodation, food and basic facilities, with the following specifications:

##### A. General Requirements

1. Price quotation for two (2) days and one (1) night
2. Event date: Thursday and Friday, June 21 to 22 or 28-29, 2018
3. Location is either in Batangas, Bataan or Zambales
4. Number of participants - 100 pax (guaranteed at 90 pax)
5. Free parking space for 2 buses and 3 SUV's
6. Complimentary WELCOME Banner measuring 1.5 x 2.5 meters
7. Quoted price should be inclusive of all applicable government taxes and service charges

##### B. Special Requirements

1. Venue of Activities. The service provider shall provide venues for various activities for the duration of the event. However, in case of bad weather conditions that conducting outdoor activities becomes impracticable, activities shall be conducted in a covered area/room. Below are the minimum requirements:

##### a. OUTDOOR

- i. Holding area for participants upon arrival
- ii. Outdoor area for opening ceremony and activities for the promotion of physiological well-being &/or physical, emotional & mental health
- iii. Spacious outdoor area (preferably in a beach or grand swimming pool that can accommodate 100 pax)
- iv. Spacious lawn and shaded area (bermuda grass)
- v. Sports facilities for peer activities

- vi. Water stations for outdoor activities
- vii. Nearby comfort rooms within the outdoor activity area

**b. INDOOR**

- i. Air-conditioned function room which can accommodate 100 pax with enough space to break into groups.
- ii. Table and chairs for 2 secretariat
- iii. Audio-Visual equipment
- iv. With strong WI-FI Connection

**C. ACCOMMODATION** – the service provider shall provide one (1) night, two (2) days accommodations with the following minimum requirements:

- i. Air-conditioned rooms: 2 twin-sharing rooms, and the rest, quadruple sharing with separate beds.
- ii. Furnished with television, closet, clean toilet and bathroom, with strong water pressure, beddings, towels and toiletries (tissue, shampoo, conditioner and soap)
- iii. Complimentary room accommodation for one (1) night for the advance party who will stay before the event

**D. FOOD** – the service provider shall provide the following meal requirements for 100 pax:

- i. Free-flowing coffee and water during indoor activities and water/ water stations in strategic locations during outdoor activities
- ii. Waived corkage of up to 10 bottles of liquor/wine/case of beers
- iii. Day 1 – PM Snacks, Managed Buffet Dinner
- iv. DAY 2 – Managed Buffet Breakfast, Managed Buffet Lunch
- v. Actual menus to be approved by MWSS Technical Working Committee
- vi. Designated area for MWSS participants during meal time.

**III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is Php450,000 which represents estimate for package cost for 2-days, 1 night accommodation, full board and lodging, use of amenities and inclusive of government taxes and charges.

**IV. 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.

**V. EVALUATION AND SELECTION CRITERIA (RATING SCHEME)**

Bid proposals shall be subjected to Cost-Quality based evaluation (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 RA 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.

**VI. 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

**VII. PAYMENT SCHEME**

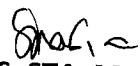
The payment for the services rendered by the Service Provider shall be made upon its issuance of the billing statement.


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 ten percent (10%) 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.

Submitted by:

**TECHNICAL WORKING GROUP**

  
**SUSANNE S. STA. MARIA**  
Member

  
**ELENITA S. DE LEON**  
Member

  
**FLORITA INZON**  
Member


**RESTITUTO G. ESPEJO III**  
Chairperson

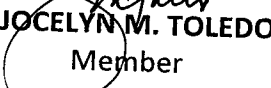
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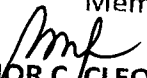
**BIDS AND AWARDS COMMITTEE**

**RONALD S. ABRIGO**  
Member

  
**RAMON R. FABUL**  
Member

  
**ANABELLA S. ALTUNA**  
Member

  
**JOCELYN M. TOLEDO**  
Member

  
**LEONOR C. CLEOFAS**  
Chairperson