

## **TERMS OF REFERENCE**

### **LEASE OF VENUE (including use of activity venues, accommodations and meals) FOR THE CONDUCT OF NHMFC CORPORATE TEAMBUILDING**

#### **I. SCOPE OF SERVICE**

The service provider should be able to provide the activity venues and facilities/amenities, accommodations and meals, with the following specifications:

##### **A. General Requirements**

- Inclusive Dates: April 27-28, 2018
- Location : Batangas
- Venue with spacious grounds that could accommodate more than 230 persons during team building activities
- Guaranteed number of participants – 230
- Free parking space for participants (can accommodate at least 5 personal vehicles, 4 bus services and 6 NHMFC Corporate vehicles)
- Accommodations, meals, use of activity venue and other facilities/amenities
- 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.

##### **B. Specific Requirements**

###### **B.1. Activity Venues**

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

###### **B.1.1. Check-in Counter**

- Service provider shall set-up at least two (2) check-in counters exclusive for NHMFC, each with at least one(1) staff assigned.
- Room keys shall be turned over to the NHMFC Team Building committee members at 2:00PM on 27<sup>th</sup> of April 2018.

###### **B.1.2. Venue for Activities**

The service provider shall provide venues for various activities during the duration of the event. The opening ceremony, team building activities, including banquets, shall be conducted in an outdoor area. However, in case of bad weather conditions, activities shall be conducted in a function room. Below are the minimum requirements:

###### **1. Function Room**

- Air-conditioned room with the following specifications and requirements:
- ✓ Can accommodate a minimum of 230 pax with enough space when they break into groups
- ✓ With audio/video systems with 2 microphones
- ✓ One Projector

- ✓ One White Board
  - ✓ One Flip Board
2. For Opening Ceremony
    - ✓ Dinner by the beach set-up that can accommodate 230 pax with free entertainment
    - ✓ With available audio/PA system and atleast 2 microphones
    - ✓ Elevated Stage with provision for backdraft and party theme.
  3. For Outdoor teambuilding activities
    - ✓ Can accommodate at least 230 pax
    - ✓ Free use of swimming pool and beach
    - ✓ Assigned Area for the team building activities
  4. There shall a clinic in the venue and a stand-by nurse throughout the activity.
  5. Free use of cabanas, huts, and comfort rooms
  6. Free purified drinking water

## **B.2 Meals**

Requirements for meals shall include the following:

### Day 1 (April 27)

- Dinner by the Beach (Managed Buffet)
  - ☞ Juice/Soda
  - ☞ Rice
  - ☞ At least three (3) viands
  - ☞ Vegetable Salad
  - ☞ Dessert

### Day 2 (April 28)

- Managed Breakfast
  - ☞ Coffee or Tea
  - ☞ Rice
  - ☞ Egg
  - ☞ Fresh Fruits
  - ☞ Cereal
  - ☞ 2 Viands
- AM Snack
  - ☞ Juice
  - ☞ Bread/Pancake
  - ☞ Butter and Jam
  - ☞ Pasta/Noodles
- Managed Lunch
  - ☞ Juice/Soda
  - ☞ Rice
  - ☞ At least three (3) viands
  - ☞ Vegetable Salad
  - ☞ Dessert

- Proposed Menu shall be attached to the proposal and food tasting shall be conducted upon request of NHMFC team building committee.

- Actual Menu shall be subject to the approval of the Teambuilding Committee.

### **B.3. Accomodation (Rooms)**

Requirements for accommodations shall include the following:

- Accomodation for two (2) days and one (1) night
- Guaranteed air-conditioned rooms for 230 participants
  - 60-Superior Rooms
    - At least 40 sqm.
    - Cable TV
    - Balcony
    - In room safe
    - Rooms with clean toilet and bathroom, beddings, towels, soaps, shampoo, conditioner, toothbrush and toothpaste
    - Hot and Cold shower
    - Free Bottled water, hot coffee/tea in rooms
  - 1 Single Occupancy – King bed
  - 59 Quad Occupancy - bed configuration for sharing rooms (no double deck or floor mattresses).

### **B.4. Emergency Power / Back-up Power Generator**

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

## **II. MODE OF PROCUREMENT**

The procurement through Lease of Venue shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No, 9184, otherwise known as the Government Procurement Reform Act.

## **III. EVALUATION AND SELECTION CRITERIA**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue (hereto attached as Annex "A"). Ocular inspection shall be conducted by the Teambuilding Committee.

A bid is determined to be responsive if it is equal to or higher than the passing rate of 85%.

## **IV. AWARDING OF CONTRACT**

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

1. Mayor's Business Permit
2. Proof of PhilGEPS Registration
3. Latest Income Business Tax Return
4. Draft contract

## **V. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is Seven Hundred Fifty Thousand Pesos (Php 750,000.00) inclusive of all government taxes and charges.

## **VI. Payment Schemes**

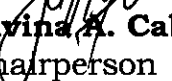
## VI. Payment Schemes

Terms of payment to the winning bidder shall be in accordance with the following:

1. 50% downpayment before the event.
2. Full payment to be settled upon check-out.
3. Check payments should be under the name of the winning bidder.

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

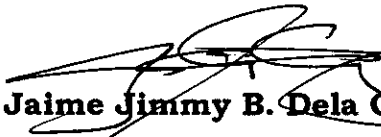
### RECOMMENDED BY: TEAMBUILDING COMMITTEE FOR CY 2018

  
**Paz Divina A. Caballero**  
Chairperson

#### Members:

  
**Princess Riza G. Ong**


  
**Catherine R. Genita**

  
**Jaime Jimmy B. Dela Cruz**

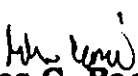
  
**Angelina M. Ancheta**

  
**Brenda N. Canonero**

  
**Rommel L. Rabaca**

  
**Cecile S. Malota**

### APPROVED: BIDS AND AWARDS COMMITTEE


  
**Lourdes C. Bacani**  
Chairperson

  
**Romeo S. Roldan**  
Vice-Chairperson

Members

**Ma. Victoria L. Alpajaro**

**Carolina C. Cortez**

  
**Dante M. Patapat**

**ANNEX "A"**  
**TABLE OF RATING FACTORS FOR LEASE OF VENUE**  
**NHMFC CORPORATE TEAMBUILDING CY2018**

RATING FACTORS		RAW SCORE	RATING
<b>I.</b>	<b>Availability</b>	100	
		<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	a. Accessibility	(35)	
	b. Parking Space	(30)	
	c. Distance	(35)	
		<b>100</b>	
<b>III.</b>	<b>Venue</b>		
	a. Structural Condition	(5)	
	b. Functionality		
	a. Function Room	(5)	
	b. Activity Area	(5)	
	c. Check in counters	(2)	
	d. Light, ventilation, and air conditioning	(5)	
	c. Facilities		
	a. Water supply and toilet	(3)	
	b. Lighting system	(3)	
	c. Elevators	(2)	
	d. Fire escapes	(2)	
	e. Fire fighting equipment	(2)	
	f. Emergency power/Back-up Power Generator	(3)	
	g. Audio visual equipment/Sound system	(5)	
	d. Amenities		
	a. Swimming pool	(5)	
	b. Beach	(5)	
	c. Cabanas/huts	(4)	
	e. Accomodation		
	a. Superior Rooms - Quadsharing (230 pax)	(8)	
	b. Hot and cold shower	(2)	
	c. Toiletries, towels, pillows, blanket	(5)	
	d. Drinking water/coffee/tea etc.	(2)	
	e. Comfort Rooms	(5)	
	f. Other requirements		
	a. Cleanliness and Maintenance of the area	(5)	
	b. Ambiance	(2)	
	c. Security	(3)	
	g. Catering Services	(7)	
	h. Add-ons	(5)	
		<b>(100)</b>	
<b>I.</b>	<b>Availability</b>	<b>x (0.20) =</b>	
<b>II.</b>	<b>Location and Site Condition</b>	<b>x (0.20) =</b>	
<b>III.</b>	<b>Venue</b>	<b>x (0.60) =</b>	
<b>FACTOR VALUE</b>			