

TERMS OF REFERENCE

LEASE OF VENUE (including use of activity venue, accommodations and meals) FOR NATIONAL HOME MORTGAGE FINANCE CORPORATION'S First KSAs Press Conference

I. MODE OF PROCUREMENT:

The Mode of Procurement shall be Lease of Venue under Section 53.10 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as Government Procurement Reform Act.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) Two Hundred Fifty Thousand Pesos (Php250,000.00) inclusive of 12% VAT and all other applicable taxes and charges.

III. SCOPE OF WORK

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

A. General Requirements

- Preferred Location : **Makati City**
- Inclusive dates and guaranteed number of participants :

Inclusive dates	Venue	Budget	No. of pax
September 20, 2018	Conference Area Package	250,000	80 pax

- Price quotation for 1 day
- Free parking spaces with security guard for the duration of the date
- Meals and use of facilities. In case of additional participants, cost shall be at the same or less than the regular price.
- Rates/Quotations should be in Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges.

B. Specific Requirements

Conference Room

Air-conditioned conference/function room with the following minimum specifications and/or requirements:

- Use of function room from 8:00AM to 5:00PM for 20 September 2018
- set-up for 80 participants (with chairs and tables)
- With audio, video system and microphones
- Wide screen, LCD projector and Laser pointer
- Podium /Rostrum
- Notepads and pencils for all participants
- Registration Tables
- Free flowing coffee, tea and drinking water
- Wi-fi connection
- Stand-by maintenance personnel and waiters

C. Meals (Live-out)

Requirement for meals shall include the following:

- AM Snack for 40 participants and lunch and PM Snack for 80 participants for the duration of the event
- Proposed lunch must have atleast 1 soup, 1 vegetable, 2 viands, 1 dessert

E. Emergency/Back-up Power Generator

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

IV. EVALUATION AND SELECTION CRITERIA

Bid proposals shall be evaluated in accordance with the Table of Rating Factors provided under Appendix B of the RIRR of RA 9184. Ocular inspection shall be conducted by representatives from NHMFC. The passing rate should be at least equal to or higher than 75%.

V. Documents for Submission

- a. PhilGeps Registration Number
- b. Mayors/Business Permit
- c. Letter of Intent with Bid Value
- d. Income / Business Tax Return

PREPARED BY:

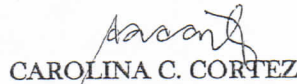


MA. NEMIA MARIENNE C. BENOSA
PAMD

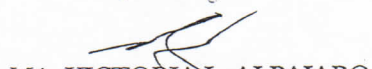
Approved by the Bids and Awards Committee this _____ of _____ 2018 at the Makati City, Philippines.



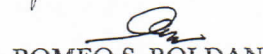
ATTY. DANTE M. PATAPAT
Member



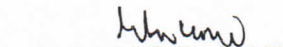
CAROLINA C. CORTEZ
Member



MA. VICTORIA L. ALPAJARO
Member



ROMEO S. ROLDAN
Vice-Chairperson



LOURDES C. BACANI
Chairperson