

TERMS OF REFERENCE

LEASE OF VENUE (including use of activity venue, accommodations and meals) FOR NATIONAL HOME MORTGAGE FINANCE CORPORATION'S Mindanao Regional Stakeholders Forum

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 Five Thousand Pesos (Php205,00.000) 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 : **Davao City**
- Inclusive dates and guaranteed number of participants :

Inclusive dates	Accommodation	Budget	No. of pax
Aug. 23-25, 2018	6 rooms	50,000.00	12
August 24, 2018	Conference Area (leave-out Package)	155,000.00	120

- Price quotation for Three days (3 days)
- Free parking spaces with security guard for the duration of the inclusive dates
- Free accommodation for the secretariat for the duration of the inclusive dates
- Accommodation, meals and use of facilities and other amenities. 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. Price validity shall be for a period of sixty (60) calendar days.

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 the duration of the inclusive dates
- set-up for 120 participants (with chairs and tables)
- With audio, video system and at least four (4) 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, Lunch and PM Snack for the duration of the conference
- Proposed menus must be attached to the proposal (1 soup, 1 vegetable, 2 viands, 1 dessert,)

D. Accommodations (Rooms)

Requirement for accommodation shall include the following:

- Accommodations for three (3) / Two (2) nights

Inclusive dates	Accommodation	No. of pax	No of Nights
August 23-25	6 rooms	12	2

- Air-conditioned rooms
- Furnished with television, closet, clean toilet and bathroom, beddings, towels, slippers, and toiletries (tissue, shampoo, conditioner, soap, and lotion, among others) for each individual.
- Bottled water, hot coffee or tea in rooms
- Hot and cold shower water supply
- Buffet breakfast for all check in guests

E. Emergency/Back-up Power Generator

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

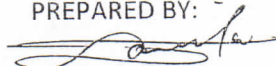
IV. EVALUATION AND SELECTION CRITERIA

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

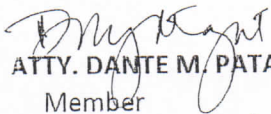
- PhilGeps Registration Certificate
- Mayors/Business Permit
- Letter of Intent with Bid Value
- Income / Business Tax and Return
- Other relevant documents

PREPARED BY:




MARIA LUISA FAVILA
MARKETING DEPARTMENT

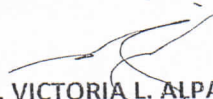
Approved by the Bids and Awards Committee this 30th of July 2018 at the Makati City, Philippines.



ATTY. DANTE M. PATAPAT
Member



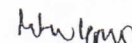
CAROLINA C. CORTEZ
Member



MA. VICTORIA L. ALPAJARO
Member



ROMEO S. ROLDAN
Vice-Chairperson



LOURDES C. BACANI
Chairperson