



**TERMS OF REFERENCE**

**LEASE OF VENUE (including use of activity venue, accommodations, and meals) FOR  
NATIONAL HOME MORTGAGE FINANCE CORPORATION'S  
CORPORATE PLANNING SESSION CY2021**

**I. Scope of Work**

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

**A. General Requirements**

1. Inclusive dates: 5-7 March 2020
2. Minimum Guaranteed number of participants: Sixty (60) pax
3. Preferred Location: Subic Bay Freeport Zone
4. Price quotation for three (3) days and two (2) nights
5. Accommodation, meals, and use of facilities and other amenities for all the participants for the duration of the inclusive dates. In case of additional participants, the cost must be at the same price or less than the regular participants
6. 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/Function Room**

1. Use of air-conditioned function room that can accommodate at least 60 participants for at least 8 hours for the duration of the inclusive dates
2. The layout of the function room should be Classroom type set-up (with chairs and tables)
3. Provision of secretariat table and registration table
4. Free use of meeting equipment such as the following:
  - a. Audio system with at least five (5) microphones.
  - b. Widescreen and LCD Projector
  - c. Flipcharts/whiteboard with markers and erasers
  - d. Notepads and pencils for all participants
5. Free-flowing coffee, tea, and drinking water
6. Free Wi-fi access

### C. Meals

Requirements for the meals shall include the following for the duration of the inclusive dates:

1. Required meals:

MEALS	
Day 1	Buffet Lunch, PM Snack, Buffet Dinner
Day 2	Complimentary Breakfast, AM Snack, Buffet Lunch, PM Snack, Buffet Dinner
Day 3	Complimentary Breakfast, AM Snack, Buffet Lunch, PM Snack

2. AM & PM Snacks inclusive of one round of soft drinks or iced tea
3. Buffet lunch inclusive of at least one round of soft drinks or iced tea
4. Buffet dinner inclusive of at least one round of soft drinks or iced tea
5. Proposed menus must be attached to the proposal, subject to the approval of NHMFC.
6. Proposed AM/PM Snacks menu must have the following choices or more:
  - a. Bread/Pastry/Pasta/Noodles
  - b. At least 1 round of iced tea, juice, or soda
7. Proposed Lunch/Dinner menu must have the following choices or more:
  - a. 1 Soup/Salad
  - b. 1 Vegetable Dish
  - c. 2 Main Dish (choice of chicken, pork, beef, or seafood)
  - d. 1 Dessert
  - e. At least 1 round of iced tea, juice, or soda

### D. Accommodations (Rooms)

Requirements for the accommodations shall include the following:

1. Accommodations for the participants for three (3) days and two (2) nights (5-7 March 2020)
2. Preferred number of rooms for the participants:

No of Participants		Room
NHMFC President	1	1
Facilitator	1	1
Participants	58	18
Total	60	20

3. Fully air-conditioned rooms
4. Extra beds must not be pull-out/floor mattresses
5. Complimentary breakfast for all the checked-in participants for the duration of their stay

6. Furnished with closet, clean bathroom and toilet preferably with bidet, bedding, towels, slippers, and toiletries (tissue, shampoo, conditioner, soap, toothbrush, toothpaste, and lotion, among others) for each individual
7. Bottled water, hot coffee, and tea in rooms
8. Hot and cold shower water supply
9. Cable TV
10. Free Wifi access per room

#### **E. Emergency/Back-up Power Generator**

The venue must have the following in case of emergencies:

1. Standby/back-up electrical system/generator set in case of a power failure during the event.
2. Necessary medical first-aid and disaster response equipment/facility.

#### **II. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) is Seven Hundred Thousand Pesos (Php 700,000.00) inclusive of 12% VAT and all other applicable taxes and charges.

#### **III. 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 the Government Procurement Reform Act.

#### **IV. EVALUATION AND SELECTION CRITERIA**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors (hereto attached as Annex "A") as provided under Appendix C of the RIRR of RA 9184. An ocular inspection shall be conducted by representatives from NHMFC.

#### **V. 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. PhilGEPs Registration Number
3. Latest Income Business Tax Return
4. Draft Contract

**VI. Payment Scheme**

Payment to the winning bidder will be in the mode of the following:

1. Full payment to be settled after the event.
2. Check payments should be addressed to the hotel

**PREPARED BY:**



**RUNDSTEDT B. JALBUNA**  
Officer-in-Charge  
Corporate Planning Division

**APPROVED BY:**

**BIDS AND AWARDS COMMITTEE**



**ATTY. DANTE M. PATAPAT**  
Member



**CAROLINA C. CORTEZ**  
Member

**MA. VICTORIA L. ALPAJARO**  
Member

**ROMEO S. ROLDAN**  
Vice Chairman



**LOURDES C. BACANI**  
Chairman