



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

ANNEX "A"

TERMS OF REFERENCE (TOR) Hotel Accommodation, Food and Conference Facilities for the 2019 Internal Audit Forum

Rationale

The Internal Audit Forum is scheduled on 21-22 February 2019 and will be conducted within Metro Manila. The said Forum seeks to inform officials and employees on the initiatives of the Philippine government in strengthening internal control systems and internal audit in the public sector. It will likewise serve as a venue to update senior management on new laws, rules and regulations that affects the operations of the PSA.

To maximize attainment of the objectives of the event, an external service provider will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The service provider shall bid for all items described in this terms of reference, which shall not exceed the Approved Budget for the Contract in the amount One Million Five Hundred Eighty Thousand Four Hundred Pesos (P1,580,400.00), inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider should be able to provide the accommodation, food, conference facilities and other amenities with the following specifications:

General Requirements

- Event Date: 21-22 February 2019
- Location should be within Metro Manila
- Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges

Specific Requirements

A. Venue and Conference Facilities

The service provider shall provide venue as well as conference amenities for various activities during the duration of the event. Below are the minimum requirements:



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All conference rooms should have no pillars and event styling is included with Formal Set-up, Classroom Type for AM/PM Sessions and for Zumba after the sessions

- One (1) Plenary Room/Ballroom
 - Capacity: Minimum 230 persons
 - Set-Up: Classroom type
- One (1) Foyer for Registration and Photo Corner
 - Set-up for Registration Area: Desk and chairs
- Conference Facilities, Equipment and Other Services
 - Stage with two (2) podiums and couch
 - Use of lights and Sound System, four (4) microphones for the Plenary Room/Ballroom and 2 Break-out session rooms
 - Onsite Technical Support
 - Philippine Flag
 - Two (2) projectors and two (2) screens for the Plenary Room/Ballroom
 - Free flowing coffee, tea and water
 - At least **ten (10)** reserved parking slots from **20 February to 23 February 2019**.
 - Use of one (1) Board Room for two (2) days from 21-22 February 2019
 - One (1) round table (can accommodate 10 pax) for VIPs
 - Waived Energy Fee
 - Free and strong WiFi connection
 - Lunch and snacks for four (4) resource persons on 21 February 2019.
 - Lunch and snacks for five (5) resource persons on 22 February 2019.
 - Meals and snacks to be chosen by the end-user.
 - Provision and use of the following: (a) whiteboard; (b) five (5) microphones; (c) pencils; (d) pad papers; (e) TV monitor; and (f) candies and mints.

B. Accommodation

Rooms for four (4) days and three (3) nights inclusive of buffet breakfast:

Check-in: 20 February 2019 (Wednesday)

Check-out: 23 February 2019 (Saturday)

Room Type	No.
Single Occupancy	4
Twin Sharing	80
Triple Sharing	2



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Rooms for two (2) days and one (1) night inclusive of buffet breakfast:

Check-in: 21 February 2019 (Thursday)

Check-out: 22 February 2019 (Friday)

Room Type	No.
Twin Sharing	19

C. Food/Meals

The service provider shall provide the following meal requirements:

1. From 20 February 2019 (Wednesday) to 23 February 2019 (Saturday)
 - Buffet breakfast - for three (3) days for 170 pax (from 21-23 February 2019)
 - AM snacks - for two (2) days for 170 pax (from 21-22 February 2019)
 - Lunch - for three (3) days for 170 pax (from 20-22 February 2019)
 - PM snacks - for three (3) days for 170 pax (from 20-22 February 2019)
 - Dinner - for three (3) nights for 170 pax (from 20-22 February 2019)
2. From 21 February 2019 (Thursday) to 22 February 2019 (Friday)
 - Buffet breakfast - for one (1) day for thirty eight (38) pax (22 February 2019)
 - AM snacks - for two (2) days for thirty eight (38) pax (from 21-22 February 2019)
 - Lunch - for two (2) days for thirty eight (38) pax (from 21-22 February 2019)
 - PM snacks - for two (2) days for thirty eight (38) pax (from 21-22 February 2019)
 - Dinner - for one (1) night for thirty eight (38) pax (February 21, 2019)

III. Evaluation Criteria

Bid proposals shall be subjected to the rating factors for lease of venue under "H" – Appendix B of the 2016 Revised IRR of RA 9184, subject to the passing rate of **Seventy Five Percent (75%)**. Post Qualification shall be conducted by the PSA BAC Members, and Secretariat and PSA Working Group Members of the 2019 Internal Audit Forum.

Non-compliance to the technical specifications provided as recorded by the event secretariat in the Factor Value Assessment may be used as basis for the deductions corresponding to the payment required by the supplier to the PSA. (Refer to attached Table of Rating Factors)



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IV. Payment Scheme

The payment of the services rendered should be SEND BILL and shall be made upon issuance of the Statement of Account (SOA)/Billing Statement.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

ACKNOWLEDGMENT AND COMPLIANCE WITH TERMS OF REFERENCE FOR LEASE OF VENUE (INCLUDING HOTEL ACCOMMODATION, FOOD AND CONFERENCE FACILITIES) FOR THE 2019 INTERNAL AUDIT FORUM

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE
DESIGNATION AND PRINTED NAME OF COMPANY



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