

TERMS OF REFERENCE

Provision of Venue Including Food and Accommodation for the Conduct of the GFPS Project Implementation Management and Monitoring Evaluation (PIMME) Workshop

I. Objective

The Treasurer of the Philippines of the Bureau of the Treasury (BTr) directed and authorized the officials and employees comprising the members of the Gender and Development Focal Point System (GFPS), to attend and participate in the GFPS Project Implementation Management and Monitoring Evaluation (PIMME) Workshop, to be held on 22-25 January 2025 (inclusive of travel time). The workshop aims to enhance the Bureau's Gender and Development (GAD) Plan and Budget (GPB) to achieve the budget requirements as mandated by law and prepare the GAD Accomplishment Report (AR).

The purpose of this procurement is to lease a venue for the said activity, including the food and accommodation, from a conference or hotel facility within Baguio City.

II. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract (ABC) is **Two Hundred Fifty-Four Thousand Three Hundred Pesos (P254,300.00)**, inclusive of all applicable taxes and service charge. The amount in excess of the ABC shall not be considered.

III. Participants

Twenty-three (23) BTr officials and employees are authorized to attend and participate in the said activity, along with Ms. Reina P. Olivar (the resource speaker for the said workshop), with a Treasury Personnel Order (TPO) to follow.

IV. Specifications

The selection of venue shall be evaluated based on the following technical specifications:

Requirements	Details	Compliance
A. Availability	The venue must be available on 22-25 January 2025.	
B. Location and Site Condition	Accessibility – Located within Baguio City.	
	Parking Space – Provision of parking space for at least 1 vehicle.	

C. Neighborhood Data	Sanitation and health condition	
	Accessible to Police and Fire Stations, Restaurant and Banks.	
D. Venue	Structural Condition	
	Functionality a. Conference/ Function Room Provision of the following: <ul style="list-style-type: none"> • Basic PA System, LCD Projectors, and screens • Tables and chairs set-up • Fast and stable wi-fi access • Whiteboard and marker • At least 2 microphones • Mints, Pad and Pens • Free-flowing coffee, tea, and water during the activities 	
	b. Light, ventilation and air conditioning – with good lighting and well-ventilated function and conference room.	
	c. Space requirements – conference room that can accommodate twenty-four (24) participants.	
	Facilities Well-maintained building facilities such as: water supply and toilet, lighting system, fire escapes, firefighting equipment, elevator, Internet and telecommunications; Audio-visual equipment.	
	Other Requirements a. Maintenance b. Attractiveness c. Security	

	<p>Meals</p> <p>a. January 23, 2025 (24 pax)</p> <ul style="list-style-type: none"> • 10:00 AM – AM Snacks • 12:00 NN – Lunch (Plated) • 3:00 PM – PM Snacks • 7:00 PM – Dinner (Plated) <p>b. January 24, 2025 (24 pax)</p> <ul style="list-style-type: none"> • 10:00 AM – AM Snacks • 12:00 NN – Lunch (Plated) • 3:00 PM – PM Snacks • 7:00 PM – Dinner (Plated) 											
	<p>Room Accommodation</p> <table border="1" data-bbox="598 869 1149 1126"> <thead> <tr> <th>Date</th><th>Room Type</th><th>No. of Pax</th></tr> </thead> <tbody> <tr> <td rowspan="3">January 22-24, 2025</td><td>Single Occupancy</td><td>3</td></tr> <tr> <td>Double Occupancy</td><td>12</td></tr> <tr> <td>Triple Occupancy</td><td>9</td></tr> </tbody> </table> <p>Inclusions:</p> <ul style="list-style-type: none"> • Complimentary breakfast buffet. • Complimentary bottled drinking water to be replenished daily. • Free Wi-Fi Internet connection • With complete bathroom amenities • Free access to hotel recreational facilities 	Date	Room Type	No. of Pax	January 22-24, 2025	Single Occupancy	3	Double Occupancy	12	Triple Occupancy	9	
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V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Lease of Privately-Owned Venue, which includes food, accommodation, and other facilities, consistent with Section 53.0 of R.A. No. 9184.

VI. Payment Scheme

Full payment shall be made after receipt of the Billing Statement from the supplier.

VII. Liquidated Damages

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the contract, the BTr reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.