



13 June 2019

SUBJECT : Invitation to Submit Proposal for the Lease of Venue for PSALM's Corporate Strengthening Week 2019 (Project Reference No. 2019-NP-LRPV-CSW-036-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for PSALM's Corporate Strengthening Week 2019** with an Approved Budget for the Contract (ABC) in the amount of **FOUR HUNDRED FIFTY THOUSAND PESOS (PHP450,000.00)**, inclusive of VAT.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set forth in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal should include certified true copies of the following documents:

1	PhilGEPS Registration/Organization Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) Latest Annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019 . For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable
4	Latest Business Tax Return refers to the following, whichever is applicable:

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter; and ii. latest month prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551
Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent document in case of foreign bidders.			

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.


Kindly deliver your proposal to the undersigned, 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North, Avenue, 1105 Quezon City **on or before 11:00AM, 19 June 2019**. Thereafter, proposals will be opened at **11:15AM**, of the same day and venue, in the presence of your authorized representative/s who may wish to attend the same.

For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
 Power Sector Assets and Liabilities Management Corporation
 24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,
 Vertis North, North Avenue, 1105 Quezon City
 Telephone No.: (02) 248-4861
 Tel. Fax: (02) 248-4879
 e-mail: BAC2019@psalm.gov.ph
BACSec2019@psalm.gov.ph

Very truly yours,


MARIA ILYN G. ALBITO
 Chairperson
 Bids and Awards Committee

Annex "A"

TERMS OF REFERENCE (TOR)

Lease of Venue for PSALM's Corporate Strengthening Week 2019

RATIONALE

The PSALM Corporate Strengthening Week (CSW) 2019 is scheduled on 28 June 2019 and will be conducted outside of PSALM office. To maximize attainment of the objective of the event, an external service provider will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of **FOUR HUNDRED FIFTY THOUSAND PESOS (PHP450,000.00)**, inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider should be able to provide PSALM the activity venue inclusive of meals, drinks, and other requirements specified in item III.

III. General Requirements

1. Event Date: 28 June 2019
Ingress: 3:00 P.M. Egress: 12:00 Midnight
2. Guaranteed number of persons: 250 pax.
3. Location should be within 5 kilometers of PSALM's office in Quezon City.
4. At least 30 free parking spaces for the participants.
5. Waived electricity charges for IT equipment brought by PSALM.
6. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

Specific Requirements

A. Venue

The service provider shall provide the use of activity venue and the following items/facilities shall also be available:

- i. Use of Function Room for Five (5) Hours (banquet style for 250 pax)
- ii. Use of stage with LED Wall (9ftx12ft)
- iii. Cocktail Area (60m x 5m)
- iv. Lobby Posting with Digital Signage
- v. Mobile Lights and Sounds with Technician
 - Line Array Speakers (4 Units)
 - Active Subwoofer (2 Units)
 - Monitor Active (4 Speakers)
 - Digital Mixer (1 Unit)
 - Hand-Held Wireless Microphone (2 Units)
 - Wired-Microphone (6 Units)

- Laptop Player
- Microphone Stand
- Cables and Connectors (1 Lot)
- LED Par Lights (20 Units)
- Moving Heads Beam
- Digital Lighting Controller
- Par Light Stand
- Smoke machine

vi. WIFI Internet Access for the Duration of the Event

B. Food

1. The service provider shall provide the following meal requirements for a minimum of 250 pax:
 - i. Managed Buffet Dinner:
 - Appetizers;
 - Salad;
 - Soup;
 - Main Course (Chicken, Pork, Fish, Pasta, Rice); and
 - Desserts (3 choices)
 - ii. Various Drinks
 - iii. Free flowing coffee and tea
2. The supplier will be held liable for supplying spoiled food products caused by the use of expired ingredients, unsanitary packaging, improper food storage and contaminated utensils; and will be responsible for compensating the injured consumers by paying monetary damages.

C. Payment Scheme

The payment for the lease of venue shall be made on the day of the event, subject to the issuance of the certificate of final acceptance duly signed by the CSW Committee Head.

IV. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the Rating Factors for Lease of Venue (see Annex A-1) under Appendix B of Annex H of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184. The qualified lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

Annex "A-1"

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(80)	
	2. Parking space	(20)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(50)	
	2. Police and fire station	(10)	
	3. Restaurant	(30)	
	4. Banking and Postal	(10)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	i. Conference Rooms	(5)	
	ii. Room arrangement (e.g., single, double, etc.)	(5)	
	iii. Light, ventilation, and air conditioning	(5)	
	iv. Space requirements	(5)	
	c. Facilities		
	i. Water supply and toilet	(5)	
	ii. Lighting system	(5)	
	iii. Elevators	(5)	
	iv. Fire escapes	(5)	
	v. Firefighting equipment	(5)	
	vi. Internet and	(5)	
	vii. Audio visual equipment	(5)	
	d. Other requirements		
	i. Maintenance	(5)	
	ii. Attractiveness	(5)	
	iii. Security	(5)	
	e. Catering Services	(10)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.2) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.25) =	
	FACTOR VALUE		

ANNEX "B"

Bids and Awards Committee
Republic of the Philippines
Power Sector Assets and Liabilities Management Corporation

DETAILED BID PRICE SCHEDULE

Date: _____

Project: **Lease of Venue for PSALM's Corporate Strengthening Week 2019**

Code: **Project Reference No. 2019-NP-LRPV-CSW-036-01**

Contractor's Name/Address/Tel. No.:

After having carefully read, examined and accepted the terms and conditions in the Terms of Reference for the **Lease of Venue for PSALM's Corporate Strengthening Week 2019 (Project Reference No. 2019-NP-LRPV-CSW-036-01)**, I/we submit our quotation/s on the item/s as follows:

Total Bid Price (PhP) for the Project (Inclusive of all Taxes)

In Figures:

In Words

Note:

1. Total Bid/Quoted Price must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
2. The Total Bid/Quoted Price shall not exceed with the Approved Budget for the Contract inclusive of VAT.

Signature Over Printed Name of Contractor/
Authorized Representative

Position: _____

Date: _____