



08 October 2019

SUBJECT : Invitation to Submit Proposal for the Lease of Venue for the Conduct of the Annual Departmental Plan Formulation and Budget Preparation Activities of the Asset Management Group and the Office of the General Counsel (Project Reference No. 2019-NP-LRPV-DPA/AMG-056-02)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for the Conduct of PSALM's Annual Departmental Plan Formulation and Budget Preparation Activities of the Asset Management Group and the Office of the General Counsel** with an Approved Budget for the Contract (ABC) in the amount of Two Hundred Ninety-Seven Thousand Pesos (PhP297,000.00), 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 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
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.

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

4	Latest Business Tax Return refers to the following, whichever is applicable:		
	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			

The Lessor with the Lowest Calculated Quotation and passed the rating of eighty-five percent (85%) in accordance with Annex A-1 shall submit certified true copies of the above documents during post-qualification.

In addition, the Bidder shall submit the following during post-qualification:

1. Notarized Omnibus Sworn Statement in the form attached as Annex C. The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract; and
2. Latest Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). Provisionary Tax clearance is not acceptable under GPPB Resolution No. 1-2014.

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 sealed proposal to the undersigned using the **provided form (Annex "B")**, duly signed by the owner or his duly authorized representative, **on or before 10:00AM, 14 October 2019**. Thereafter, proposals will be opened at **10:30AM**, of the same day and venue, in the presence of your authorized representative/s who will attend the same. Proposal submitted above the ABC and/or beyond the said deadline will no longer be accepted.

For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee

Power Sector Assets and Liabilities Management Corporation

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Very truly yours,


MARIA ILYN G. ALBITO
Chairperson
Bids and Awards Committee

Annex "A"

TERMS OF REFERENCE

Lease of Venue for the Conduct of Annual Departmental Plan Formulation and Budget Preparation Activities of the Asset Management Group and the Office of the General Counsel

RATIONALE

The conduct of the Asset Management Group and the Office of the General Counsel's Annual Departmental Plan Formulation and Budget Preparation Activities to be conducted in Baguio City on 21-23 October 2019 and 13-15 November 2019, respectively.

To maximize attainment of the objective of the event, an external venue 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 Two Hundred Ninety-Seven Thousand Pesos (PhP297,000.00), inclusive of all applicable bank and government charges.

II. Scope of Service

The venue provider should be able to provide PSALM the activity venue, accommodation for three (3) days and two (2) nights inclusive of managed buffet breakfast, lunch and dinner and other requirements specified in item III.

III. General Requirements

1. Event Dates, Meals and Number of Pax:

Event Date	No. of Pax	Meals
21 October 2019	52	Dinner
22 October 2019	52	Breakfast, Lunch and Dinner
23 October 2019	52	Breakfast and Packed AM Snack
13 November 2019	15	Dinner
14 November 2019	15	Breakfast, Lunch and Dinner
15 November 2019	15	Breakfast and Packed AM Snack

Please note that the guaranteed number of participants and rooms will be confirmed at least one (1) week prior to the scheduled event dates.

2. Location should be within Baguio City.
3. At least 7 free parking spaces for the participants.
4. Waived electricity charges for IT equipment brought by PSALM.
5. Assistance of technical staff for the equipment.

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 eight (8) Hours or until 10 hours (if needed) with free flowing of coffee on 22 October 2019 and 14 November 2019
- ii. Use of one (1) LCD Projector and Wide Screen
- iii. Two (2) microphones
- iv. Extra extensions cord for the participants' laptop
- v. Free Wi-Fi Internet

B. Accommodation

Date	Room Requirements
21 - 23 October 2019	One (1) Single Occupancy; Seventeen (17) Triple Occupancy (<i>Three (3) separate beds</i>)
13-15 November 2019	One (1) Single Occupancy; One (1) Twin-sharing Occupancy (<i>Two (2) separate beds</i>); Four (4) Triple Occupancy (<i>Three (3) separate beds</i>)

C. Payment Scheme

The payment for the lease of venue shall be made on the day of the scheduled event.

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. 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	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking (Automated Teller Machine)	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	i. Conference Rooms	(10)	
	ii. Room arrangement (e.g., single, double, etc.)	(10)	
	iii. Light, ventilation, and air conditioning	(5)	
	iv. Space requirements	(5)	
	c. Facilities		
	i. Water supply and toilet	(4)	
	ii. Lighting system	(5)	
	iii. Elevators	(4)	
	iv. Fire escapes	(4)	
	v. Firefighting equipment	(4)	
	vi. Internet and	(4)	
	vii. Audio visual equipment	(5)	
	d. Other requirements		
	i. Maintenance	(5)	
	ii. Attractiveness	(5)	
	iii. Security	(5)	
	e. Catering Services	(5)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
	FACTOR VALUE		

Note: The qualified lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract

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 the Conduct of the Annual Departmental Plan Formulation and Budget Preparation Activities of the Asset Management Group and the Office of the General Counsel

Code: Project Reference No. 2019-NP-LRPV-DPA/AMG-056-02

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 the Conduct of the Annual Departmental Plan Formulation and Budget Preparation Activities of the Asset Management Group and the Office of the General Counsel (Project Reference No. 2019-NP-LRPV-DPA/AMG-056-02)**, 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: _____

“ANNEX C”

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *(Name of Bidder)* with office address at *(address of Bidder)*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;
3. *(Name of Bidder)* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *(Name of Bidder)* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *(Name of Bidder)* complies with existing labor laws and standards;
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of Bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2019.