

INVITATION TO BID

The Civil Service Commission (CSC) through its Bids and Awards Committee (BAC), invites bidders/suppliers/hotel service providers registered with the Philippine Government Electronic Procurement System (PhilGEPS) (www.philgeps.net) of the Department of Budget and Management (DBM), to bid **(inclusive of VAT and Govt. Tax)** for the hereunder project:

Title of the Project: Procurement of Venue Accommodation and Food/Meals for the 2014 HR Symposium and Cultural Show/Dinner

Solicitation No.: PR No. 2014-0218-093 (HR Symposium)

Total Approved Budget for the Contract (ABC):

Symposium Proper	=	P 4,200,000.00	
Cultural Shows / Dinner	=	<u>P 1,200,000.00</u>	
		P 5,400,000.00	(Incl. of VAT/Govt. Tax)

Place of Venue: Within Cebu City

Inclusive Dates: April 24 – 25, 2014

TERMS OF REFERENCE (TOR)



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Procurement of Food/Meals and Venue for the 2014 HR Symposium and Cultural Show/Dinner

I. OBJECTIVE

This project requires the engagement of a Cebu-based service provider for the provision of Food/Meals and Venue during the conduct of 2014 HR Symposium and Cultural/Show Dinner on **April 24-25 in Cebu City**.

This procurement shall be in accordance with the general provisions, specifications and other requirements by the CSC and the guidelines under the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as "The Government Procurement Reform Act (GPRA)". Specifically, this procurement of goods is based and consistent with the duly approved Supplemental Annual Procurement Plan (Supplemental APP) and Procurement Project Management Plan (PPMP) of the Civil Service Institute.

II. GENERAL PROVISION

The intent of this TOR is to prescribe the complete requirements and conditions for the provision of food/meals and venue which the prospective service provider will undertake in full compliance with CSC requirements.

III. REQUIREMENTS and CONDITIONS

A. Food/M meal for HR Symposium Proper & Cultural Show/Dinner

- AM & PM Snacks inclusive of one round of soft drinks or iced tea;
- Buffet Lunch inclusive of one round of soft drinks or iced tea;
- Buffet Dinner inclusive of one round of soft drinks or iced tea
- Ice for beverage;
- Flowing coffee/tea for the participants while the event is on-going;
- Can accommodate special diet (for pax with special needs: vegetarians, diabetics, or people with allergies);
- Drinking water shall be provided for the participants; and
- Foods served shall be fresh, hot and ready at least 30 minutes before each meal.
- Can provide 10% buffer or a maximum of 100 persons for buffet meals.

B. Arrangement Set-Up

- All dinnerware and glassware necessary for the event;
- Waiters/Service Personnel clad in clean uniforms, shoes and socks with hairnet;
- Buffet Table with setting;
- Clean linens with motif as specified/required for the event;
- Chairs and round tables set-up as necessary;
- Set-up ready one hour before the start of the session in the morning;

C. Venue

- Free use of a ballroom for plenary sessions good for 1,500 to 1,800 attendees;
- Free use of at least ten (10) breakout function rooms that can accommodate 1,500 pax each;
- Provision of other facilities/services free of charge, as follows:
 - Rostrum
 - Registration table with telephone
 - Microphones with stand

- Whiteboard with marker and eraser
- Existing Light and Sound
- Lobby and function room signages
- Flipcharts and markers
- Screen Projector
- Tables and area for exhibitors

D. Cost

Price: (inclusive of mandatory government taxes)

- Not more than Php300/head/day for AM/PM snacks
- Not more than Php800/head/day for Buffet Lunch during Symposium proper
- Not more than Php800/head for Buffet Dinner during cultural/show dinner

E. Other Requirements

- Provide Contract which must be confirmed by the CSI or its duly authorized representative at least 30 days prior to the conduct of this event;
- Any other arrangements that may be mutually agreed upon by the CSI and the service provider.

IV. PAYMENT

To consummate the sale, payment shall be made within fifteen (15) government working days (gwd) after billing statement has been made and through the issuance of a Landbank of the Philippines (LBP) Check.

V. TAXES

Any and all taxes, fees, charge, imposts, and other legal execution due or that may become due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

Recommending Approval:

Approved:

(Signed)
AGNES D. PADILLA
 Executive Director IV
 Civil Service Institute

(Signed)
FRANCISCO T. DUQUE III
 Chairman
 Civil Service Commission

The complete schedule of activities is listed, as follows:

- 1) **Issuance of canvass forms (Canvass stage) :** April 4 to 10, 2014
- 2) **Opening of Bids / Quotations :** April 11, 2014
- 3) **Evaluation of Bids /Quotations :** April 11, 2014
- 4) **Awarding of Bids / Notice of Award :** April 11, 2014

The Civil Service Commission assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bid.

General Conditions/ Requirements:

1. **Bid prices/proposal higher than or above the stated CSC's approved budget for the contract (ABC) shall be disqualified.**
2. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
3. Bidders may send their Price Quotation/Bid Proposal to the CSC-BAC through facsimile (fax) at telefax numbers 931-8029 or drop it personally in the Bid Box located at the General Services Division-OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City.
4. Bidders shall indicate in their price quotation/s the corresponding Solicitation No./ Reference No. found in the PhilGEPS Bid Notice of Abstract, for identification of the project/items.
5. **The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable government taxes.**
6. Bidders who are first timer to participate in the CSC's procurement/bidding, shall submit a copy of their "PHILGEPS REGISTRATION CERTIFICATE" upon submission of the price quotation.
7. Bidders shall submit copies of brochures/designs/drawings showing certifications of the product/services being offered.

You may submit your Bid Proposal / Price Quotation to the following:

MR. SAM V. MANGLICMOT

Head, CSC-BAC Secretariat
Civil Service Commission – Central Office
IBP Road, Constitution Hills, Quezon City
Tel. No. 931-7984; Fax No. 931-8029

Buyer Coordinators: Ms. Presentation "Glenda" M Gajes OR Ms. Gemma Oxciano
Address: Civil Service Commission, National Government Center, Constitution Hills, Diliman,
District, City/Town: Quezon City
Province: NCR
Postal Code: 1126
Telephone: (632) 931-7935/39 loc. 545 or 506
Fax: (632) 931-8029 / 931-7984
E-mail: glengajes@hotmail.com
Web Site: www.csc.gov.ph