



## OFFICE OF THE CHAIRPERSON

### TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE LEASE OF VENUE RELATIVE TO THE CONDUCT OF THE TEAM-BUILDING ACTIVITY OF THE CIVIL SERVICE COMMISSION – OFFICE OF THE CHAIRPERSON

#### I. Rationale/Objective

The Civil Service Commission (CSC) recognizes the importance of fostering a collaborative and cohesive work environment among its employees. Team-building activities have proven to be instrumental in enhancing communication, building trust, and promoting a positive workplace culture. In line with this commitment, the Office of the Chairperson (OCH) of the CSC is seeking to lease a private venue for the purpose of conducting its 2024 team-building activity on 18 – 19 April 2024, in Rizal.

#### II. Participants

Twenty-four (24) OCH personnel are expected to participate in the two-day activity.

#### III. Specifications

A venue with the following technical specifications taking into consideration the rating factors under Annex "H" of the Revised IRR of RA 9184 for Lease of Venue:

**A. Availability.** Accommodation for twenty-four (24) participants.

**B. Location and Site Condition:**

- **Accessibility.** Located within **Rizal Province area.**
- **Parking Space.** Sufficient complimentary parking space for at least twelve (12) vehicles.

**C. Neighborhood data.** Must have Sanitation and health condition license/permit.

**D. Venue:**

a) **Structural condition:** Must have good, well-ventilated, and well-maintained building and recreational facilities. Should also have a vast open space for team-building activities.

b) **Functionality:**

- **Function Room:**  
One (1) air-conditioned conference/function room or lounging place.

Bawat Kawani, Lingkod Bayani

Can-accommodate enough space for a group of twenty-four (24) persons, with the following requirements:

- From **18 April 2024 1:00 PM** to **19 April 2024 12:00 NN**.
- Allows advance check-in;
- Free unlimited Wi-Fi internet connection;
- Free flowing coffee and/or tea.

**Preferred Room Accommodation, or depending on the room availability; subject for approval of the end-user:**

Check-in Date	Check-out Date	Number of Rooms	No. of Persons
<b>18 April 2024 (1:00 PM)</b>	<b>19 April 2024 (12:00 NN)</b>	Single Occupancy	<b>1</b>
		Twin Sharing or Single Occupancy	<b>2</b>
		Shared and separate rooms for <b>21 pax</b> :	
		• Female guest	<b>9</b>
		• Male guest	<b>12</b>
		<b>Total Persons</b>	<b>24</b>

**Specifications:**

- King size/Queen size and/or Single beds/Bunk beds
- Free Wi-Fi internet connection
- Free use of towel, with free soap and shampoo
- With free bottled drinking water
- Free use of swimming pool
- Complimentary Breakfast

c) **Facilities.** Well-maintained building facilities such as: Water supply and toilet; Fire escapes; Firefighting equipment; Internet and Telecommunications; Audio visual equipment; Pet-Friendly neighborhood

d) **Other Requirements:**

- Maintenance.** As stated above.
- Attractiveness.** With pleasing/appealing building and recreational facilities.
- Security.** With CCTV facilities and visible security personnel.

e) **Catering Services:**

- **18 April 2024** (24 pax): Plated Lunch, PM snacks, Plated Dinner.
- **19 April 2024** (24 pax): Complimentary Breakfast, and Plated Lunch.

**Menu:**

- **PM Snacks:** Combination of pasta and pastries / Filipino Merienda.
- **Plated Lunch and Dinner:** Selection of Rice Meals with at least 4-5 viands selection (Fish, Pork/Chicken, Beef, Vegetables), deserts, and soup.

- **Drinks:** Juice drink, iced tea, free-flowing coffee and/or tea, and drinking water.
- **Quotations for PM Snacks, Plated Lunch, and Plated Dinner may be in the form of a fixed amount consumable rates at the private venue's restaurant, provided that it is offered at the respective restaurant market rate.**

**IV. Approved Budget for the Contract (ABC).** A total estimated ABC for this procurement is **Ninety-Five Thousand Pesos (PHP 95,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants and other incidental charges, cost per participant will be charged accordingly, provided notice be given to both parties.

**V. Evaluation and Selection Criteria (Rating Scheme).** Quotations shall be evaluated following the criteria prescribed under Appendix 7 of the revised IRR of RA No. 9184, with a passing rate of 90%.

**VI. Mode of Procurement.** The mode of procurement shall be Negotiated Procurement – Lease of Venue (Section 53.9 of the IRR of RA No. 9184) which covers provision of venue, including food, accommodation, and other facilities.

**VII. Liquidated Damages.** In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, CSC may rescind the contract, without prejudice to other courses of action and remedies available.

#### **VIII. Dispute Agreement/Resolution**

Should any dispute related to the Contract and/or right of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City, to the exclusion of other courts.

Any amendment or additional terms and conditions to this TOR must be in writing, signed and acknowledged by the Parties.

Prepared By:

Approved by:

  
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