



**POWER SECTOR
ASSETS & LIABILITIES
MANAGEMENT CORPORATION**



Management System
ISO 9001:2015

www.tuv.com
ID 9105076959



17 May 2019

SUBJECT : Invitation to Submit Proposal for the Lease of Venue for the Conduct of PSALM 2019 Visayas Customers' Forum (Project Reference No. 2019-NP-PAMD-031-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for the Conduct of PSALM 2019 Visayas Customers' Forum** with an Approved Budget for the Contract (ABC) in the amount of **TWO HUNDRED THOUSAND PESOS (PHP200,000.00)**, 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, 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.			

The Lessor with the Lowest Calculated and Responsive Quotation shall submit certified true copies of the above documents prior to payment.

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, through facsimile or via email in the **provided form (Annex "B")**, duly signed by the owner or his duly authorized representative, **on or before 1:00PM, 22 May 2019**. Thereafter, proposals will be opened at **1:15PM**, 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


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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
PSALM 2019 Visayas Customers' Forum

RATIONALE

The PSALM 2019 Visayas Customers' Forum is scheduled on the following dates:

Event	Date
a) Universal Charge (UC) Accounts Reconciliation, Universal Levy Administration System (ULAS) Hands-on Re-orientation and UC Information Updates	04 - 06 June 2019
b) 2019 Visayas Power Customers' Forum	20 June 2019

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 THOUSAND PESOS (PHP200,000.00)**, inclusive of VAT and all applicable bank and government charges.

II. Scope of Services

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

III. General Requirements

Particulars	Event A	Event B								
Location	Should be within Cebu City									
Date	04 - 06 June	20 June								
Ingress	8:00 AM	8:00 AM								
Egress	5:00 PM	5:00 PM								
Number of Persons	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">04 June</td> <td style="width: 30%;">30</td> </tr> <tr> <td>05 June</td> <td>28</td> </tr> <tr> <td>06 June</td> <td>18</td> </tr> </table>	04 June	30	05 June	28	06 June	18	approximately 85		
04 June	30									
05 June	28									
06 June	18									
Food	Should provide AM snack, buffet lunch inclusive of one round of soda or iced tea and PM snack									
Function Room	Use of Function Room for three (3) days for eight (8) Hours or until 10 hours (if needed)	Use of Function Room for one (1) day for eight (8) Hours								
Accommodations (no. of rooms) <i>Twin Occupancy (Two (2) separate beds) with complimentary breakfast</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">No. of rooms</td> </tr> <tr> <td>04 June</td> <td style="text-align: center;">6</td> </tr> <tr> <td>05 June</td> <td style="text-align: center;">6</td> </tr> <tr> <td>06 June</td> <td style="text-align: center;">1</td> </tr> </table>		No. of rooms	04 June	6	05 June	6	06 June	1	None
	No. of rooms									
04 June	6									
05 June	6									
06 June	1									

Other Requirements	<ul style="list-style-type: none"> i. Waived electricity charges for IT equipment brought by PSALM ii. Assistance of technical staff for the equipment iii. Registration area iv. Lobby and function room signage v. Use of one (1) LCD projector and wide screen vi. Public Address System, two (2) microphones vii. Extra extension cords for the participants' laptop viii. Free Wi-Fi Internet access ix. Free-flowing coffee and tea x. Pads and pencils xi. Whiteboard with marker xii. Iced water and mints
Price Quotation	<p>The breakdown of the quotation should be provided per event.</p> <p>Quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.</p>

IV. Payment Scheme

The first payment equivalent to 50% of the contract amount will be made on the last day of Event A while the remaining 50% will be paid on the day of Event B.

V. 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	(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	(15)	
	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	(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		

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 PSALM 2019 Visayas Customers' Forum**Code: **Project Reference No. 2019-NP-PAMD-031-01**

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 the Conduct of PSALM 2019 Visayas Customers' Forum (Project Reference No. 2019-NP-PAMD-031-01)**, 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: _____