



04 March 2019

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**SUBJECT : Invitation to Submit Proposal for the Lease of Venue for the Conduct of PSALM Corporate Strategic Planning Workshop (Project Reference No. 2019-NP-LRPV-CSPW-027-01)**

Dear \_\_\_\_\_:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for the Conduct of PSALM Corporate Strategic Planning Workshop (CSPW)** with an Approved Budget for the Contract (ABC) in the amount of **SIX HUNDRED THOUSAND PESOS (PHP600,000.00)**, 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).

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 following documents during post-qualification:

1	PhilGEPS Registration/Organization Number <sup>1</sup>
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 <b>2017</b> filed in <b>2018</b> . 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:

<sup>1</sup> 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 sealed proposal or open quotation/proposal manually, 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 11:00AM, 08 March 2019**. Thereafter, proposals will be opened at **11:30AM**, of the same day and venue, in the presence of your authorized representative/s who will attend the same.

For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee  
Power Sector Assets and Liabilities Management Corporation  
24<sup>th</sup> Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,  
Vertis North, North Avenue, 1105 Quezon City  
Telephone No.: (02) 739-5261  
Tel. Fax: (02) 739-5279  
e-mail: [BAC2019@psalm.gov.ph](mailto:BAC2019@psalm.gov.ph)  
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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 Corporate Strategic Planning Workshop** (inclusive of room accommodation and meals)

#### **RATIONALE**

The PSALM Corporate Strategic Planning Workshop (CSPW) is scheduled on **01 to 03 April 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 **SIX HUNDRED THOUSAND PESOS (PHP600,000.00)**, 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: 01 to 03 April 2019  
Ingress: 9:00 AM (01 April 2019) Egress: 5:00 PM (03 April 2019)
2. Guaranteed number of persons: 55 pax.
3. Location should be within Clark Freeport Zone, Clark, Pampanga.
4. At least 10 free parking spaces for the participants.
5. Waived electricity charges for IT equipment brought by PSALM.
6. Assistance of technical staff for the equipment.
7. 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 three (3) days for eight (8) Hours or until 10 hours (if needed)
- ii. Use of two (2) LCD Projector and Wide Screen
- iii. Public Address System, 3 microphones
- iv. Extra extensions cord for the participants' laptop
- v. Free Wi-Fi Internet

**B. Accommodation**

- i. Six (6) Single Occupancy
- ii. 26 Twin Occupancy (Two (2) separate beds)

**C. Food**

The service provider shall provide the following meal requirements for a guaranteed number of 55 pax:

Particular	01 April	02 April	03 April
AM SNACK	X	X	X
Buffet Lunch	X	X	X
PM Snack	X	X	X
Buffet Dinner	X	X	

**D. 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 Officer-in-Charge - Strategic Planning, Policy and Risk Management Division, Corporate Planning Department.

**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**

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking (Automated Teller Machine)	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	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)	
		<b>100</b>	
<b>I.</b>	<b>Availability</b>	X (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	X (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	X (.05) =	
<b>IV.</b>	<b>Venue</b>	X (.35) =	
	<b>FACTOR VALUE</b>		

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 PSALM Corporate Strategic Planning Workshop**

Code: **Project Reference No. 2019-NP-LRPV-CSPW-027-01**

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 Corporate Strategic Planning Workshop (Project Reference No. 2019-NP-LRPV-CSPW-027-01)**, 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: \_\_\_\_\_