



Power Sector  
Assets & Liabilities  
Management Corporation



Management  
System  
ISO 9001:2015  
  
www.tuv.com  
ID 9105076959



24 August 2019

**[AUTHORIZED REPRESENTATIVE]**

[Designation]  
[Company Name]  
[Address]

**SUBJECT : Invitation to Submit Proposal for the Lease of Venue for the Conduct of PSALM 2019 Mindanao Power Customers' Forum (Project Reference No. 2019-NP-LRPV-MCF-042-01)**

Dear [Authorized Representative]:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services for the **Lease of Venue for the Conduct of PSALM 2019 Mindanao Power Customers' Forum** with an Approved Budget for the Contract (ABC) in the amount of **PESOS: ONE HUNDRED THIRTY-EIGHT THOUSAND (PHP138,000.00)**, 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 <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)<br><br>Latest Annual Income Tax Return (ITR) shall refer to the ITR for the year <b>2018</b> filed in <b>2019</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:<br>i. latest quarter; and<br>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 10:00AM, 27 August 2019**. Subsequently, all proposals will be thoroughly evaluated, and the winning bidder will be announced thereafter.

For further information, please refer to:

**Treasury Department & Electricity Trading Department**

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) 902-9057/9090 Tel. Fax: (02) 902-7076

e-mail: [jdinobla@psalm.gov.ph](mailto:jdinobla@psalm.gov.ph)

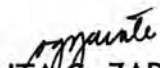
[jabautista@psalm.gov.ph](mailto:jabautista@psalm.gov.ph)

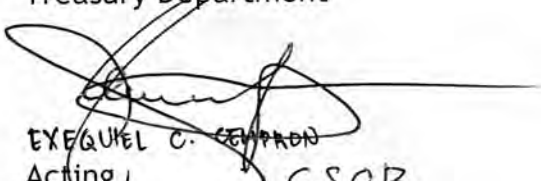
[jmbdadia@psalm.gov.ph](mailto:jmbdadia@psalm.gov.ph)

[frcarrera@psalm.gov.ph](mailto:frcarrera@psalm.gov.ph)

[vesplazo@psalm.gov.ph](mailto:vesplazo@psalm.gov.ph)

Very truly yours,

  
**AMELITA G. ZARATE**  
Officer-in-Charge  
Treasury Department

  
**EZEQUIEL C. SEMPRAN**  
Acting / **CSOB**  
Electricity Trading Department

**TERMS OF REFERENCE**  
**Lease of Venue for the Conduct of**  
**PSALM 2019 Mindanao Power Customers' Forum**

**RATIONALE**

The PSALM 2019 Mindanao Power Customers' Forum is scheduled on **26 September 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 **ONE HUNDRED THIRTY-EIGHT THOUSAND (PHP138,000.00)**, 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: 26 September 2019  
Ingress: 8:00 AM Egress: 5:00 PM  
Number of persons: approximately 120pax.
2. Pads and pencils for the participants.
3. Location should be within Cagayan de Oro City.
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)
- ii. Use of one (1) LCD Projector and Wide Screen
- iii. Public Address System, 3 microphones, sound system
- iv. Extra extensions cord for the participants' laptop (if any)
- v. Free Wi-Fi Internet

**B. Food**

The service provider shall provide the following meal requirements for an approximately 120pax:

| Particular   | 26 September 2019 |
|--------------|-------------------|
| AM SNACK*    | X                 |
| Buffet Lunch | X                 |
| PM Snack*    | X                 |

*\*Free flowing coffee/tea/water*

**C. 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, Treasury Department and Acting Manager, Electricity Trading Department.

**IV. Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be subjected to the Rating Factors for Lease of Venue 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>                               |                   |               |
| <p>Note: The qualified lessor should at least get a rating of eighty-five percent (85%) for the award of the Contract</p> |   |                   |               |



**ANNEX "B"**

**DETAILED BID PRICE SCHEDULE**

Date: \_\_\_\_\_

Project: **Lease of Venue for the Conduct of PSALM 2019 Mindanao Power Customers' Forum**

Code: **Project Reference No. 2019-NP-LRPV-MCF-042-01**

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 Mindanao Power Customers' Forum (Project Reference No. 2019-NP-LRPV-MCF-042-01)**, 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: \_\_\_\_\_