

**Project: VENUE RENTAL WITH CATERING SERVICES  
PROCUREMENT PLANNING WORKSHOP  
(4 Batches)**

**TERMS OF REFERENCE**

**I. Objective:**

To provide venue with catering service for the following:

- Event : Procurement Planning Workshop
- Date :  
04-05 March 2019  
07-08 March 2019  
11-12 March 2019  
18-19 March 2019
- Time : 8:00 am – 5:00 pm
- No. of Participants : 35 per batch

**II. Specifications**

1. Classroom type to accommodate 35 pax
2. Minimum guarantee 20 pax. Actual number of participants for confirmation 1 week before the event
3. Provision of AM and PM Snack, buffet lunch and free flowing coffee, tea, candies and mints
4. With spacious function room
5. Provision of table for secretariat and resource speaker
6. Provision of 1 unit LCD projector, wide screen and PA system with microphones
7. Provision of whiteboard, flipchart, marker, eraser, pads and pencils or pens
8. Provision of complimentary Wi-Fi/Internet connection
9. Provision of complimentary parking slots
10. Within 3.5 km from TPB

**III. Eligibility Requirements:**

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must be DOT accredited establishment
3. Must have experience in holding/staging social events and functions.
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

**IV. Contract of Service/Financial Proposal**

The financial proposal should cover the following expenditures:

1. Venue Rental
2. Catering services

**VI. Approved Budget for the Contract (ABC)**

Approved budget for the contract is Php 392,000.00 inclusive of all applicable taxes.

**VII. Mode of Payment**

Full payment upon completion of the activity.