

TERMS OF REFERENCE

LEASE OF VENUE FOR THE BCDA CORPORATE TEAM BUILDING ACTIVITY 2025
(including use of the venue, accommodations, and meals)

I. SCOPE OF SERVICE

The service provider should be able to provide the venue, facilities, accommodations, and meals with the following specifications:

General Requirements	Statement of Compliance (Comply or Not Comply)
A. Availability of venue 1. Advance Team (Organizing Committee) Check-in Date: May 7, 2025 Check-out Date: May 9, 2025 2. Event Day Event Date: May 8 and 9, 2025 Check-in: May 8, 2025 Check-out: May 9, 2025 Event Theme: 80's	
B. Location 1. Southern Luzon - preferably the Province of Batangas 2. Venue within 200 km from BTC office, with a travel time of no more than 4 hours 3. Free Thirty (30) parking slots (including slots for six-passenger buses)	
C. Accommodations for 500 participants with 10 VIP rooms	
E. Facilities for outdoor and indoor team-building activities	
F. Others	

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General Requirements	Statement of Compliance (Comply or Not Comply)
<ol style="list-style-type: none"> 1. Two (2) complimentary tarpaulins: welcome banner (size 3 x 5 ft) and event backdrop (size 10 x 15 ft) 2. Food allocation for 500 participants, with a 10% buffer allocation for each snack and meal. 3. Use of function rooms and other facilities in case of spillover 4. In excess of 500 pax, the same rate per pax shall apply; 5. Price quotation shall be inclusive of all government taxes and charges. Price validity shall be for a period of one hundred twenty (120) days 	
Specific Requirements	
<p>A. Venue</p> <ol style="list-style-type: none"> 1. The service provider shall provide indoor and outdoor venues for various activities during the event. 	
<ol style="list-style-type: none"> a. Function room/area- for fellowship night that can accommodate at least 500 pax and can be used for team building activities if the weather does not permit outdoor activities 	
<ol style="list-style-type: none"> b. Outdoor venue - preferably sandy beach or grassy area which can accommodate at least 500 pax including the use of courts, sports facilities, and other amenities 	
<ol style="list-style-type: none"> c. Provision of team building facilitator, referees, and materials (e.g. ropes, sacks, tires, etc.) 	
<ol style="list-style-type: none"> d. Venue for activities should have 	

General Requirements	Statement of Compliance (Comply or Not Comply)
<p>nearby restrooms, at least one (1) male and one (1) female</p>	
<p>e. Inclusion of AV equipment:</p> <ul style="list-style-type: none"> - LED wall standard size (9ft x 12ft) - Upgraded party lights and sounds with at least eight (8) microphones; - Wireless Intercom Headset System (Communication Set) for 8-10 - Full band set-up including microphones (showband, 80's music) - One (1) male and one (1) female host - Club DJ (80's-90's) mixes - Main stage (w-24ft x l-9ft x h-3ft) (stable to handle 10 or more number of performers); - Complete Stage Trusses for lights - 2 pcs. Stage 32" TV monitors - Venue set-up and other event requirements; - Professional Photographer / Videographer for Documentation; and, - 360 photo/video booth. 	
<p>f. There shall be a clinic in the venue with a stand-by nurse during the activity</p>	
<p>2. Exclusive check-in counter with at least five (5) staff assigned for BCDA employees</p>	
<p>3. Room key cards shall be distributed not later than 3 pm, May 8, 2025.</p>	

General Requirements	Statement of Compliance (Comply or Not Comply)
4. Internet access through wi-fi	
5. Inclusion of total electricity consumption	
<p>C. Meals</p> <p>The provider shall provide the following meal requirements for at least 500 pax.</p>	
1. Free-flowing coffee and tea with the provision of a water station throughout the event	
<p>2. Day 1: AM Snacks upon arrival, Buffet lunch, PM snacks, and Buffet dinner</p> <p>Day 2: buffet breakfast, and packed lunch</p>	
3. The preferred menu includes rice, pasta/noodles, vegetables, fish, meat, fruits and desserts per meal	
4. Menu for the entire function shall be submitted for review by the BCDA committee.	
<p>D. Accommodations</p> <p>The service provider shall provide accommodations with the following minimum requirements:</p>	
1. Two (2) days and one (1) night accommodation	
2. Guaranteed air-conditioned rooms for at least 500 participants	
3. Bed accommodations for sharing rooms- No floor mattresses.	
4. Rooms with clean bathrooms, free-flowing tap water, toiletries and linens	

General Requirements	Statement of Compliance (Comply or Not Comply)
5. Hot and cold shower	
6. Complimentary bottled water	
7. Provide rooms for the BCDA advanced party composed of 15 pax inclusive of dinner and breakfast	
E. Emergency backup generators	

II. MODE OF PROCUREMENT

The procurement through the Lease of Venue shall be undertaken in accordance with Section V (D) (9) of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

III. EVALUATION AND SELECTION CRITERIA

BID proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue of the 2016 Revised IRR RA 9184. The 2025 Team Building and Anniversary shall conduct an ocular inspection. The passing rate should be at least 80% or higher.

IV. APPROVED BUDGET FOR THE CONTRACT

The service provider shall bid for all items stated in the Terms of reference and shall not exceed the Approved Budget for the Contract in the amount of **FOUR MILLION PESOS (PHP 4,000,000.00) inclusive of all government taxes and fees.**

V. PAYMENT SCHEME

The mode of payment to the winning bidder shall be as follows:

1. Full payment shall be settled on the day of the event
2. Check payment shall be made to the account of the hotel/venue
3. In excess of 500 pax, the same rate shall apply per head

VI. DOCUMENTARY REQUIREMENT

1. Valid and current Mayor's Permit/Municipal License
2. Income/Business Tax Return
3. PhilGEPS registration No.

VII. COMPLIANCE WITH LAWS, RULES AND REGULATIONS GOVERNING PROCUREMENT

BCDA reserves the right to accept or reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, or to annul the selection process and reject all at any time prior to award, without thereby incurring any liability to the affected proponents.

BCDA reserves the right to reject the proposal of any proponent who:

- a. does not offer the required services as provided for in this Terms of Reference;
- b. is discovered to have suppressed, disclosed, or falsified information; or
- c. failed to satisfactorily perform/complete any contract previously taken.

BCDA reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

Recommending approval:



MADONNA M. CINCO

Chairperson, 2025 Team Building and Anniversary Committee