

TERMS OF REFERENCE

LEASE OF VENUE WITH MEALS FOR THE CONDUCT OF ADVANCED CORPORATE GOVERNANCE TRAINING/WORKSHOP

I. INTRODUCTION

1. In line with Republic Act No. 10149 (Code of Corporate Governance for GOCCs), the PPA Revised Code of Corporate Governance, and in compliance with GCG Memorandum Circular (MC) No. 2015-07 regarding the State's goal of embodying the Corporate Governance standards and practices of GOCCs at par with its ASEAN counterparts, PPA will be conducting a training/workshop for the PPA Board of Directors, Officers, and Officials which shall entail a lease of venue with meals.

The particulars for the lease of venue with meals:

Training/ Workshop to be conducted	Approved Budget for the Contract (ABC) for Lease of Venue with Meals	Proposed Date
Advanced Corporate Governance Training	Php115,000.00	December 12, 2017

II. SCOPE OF SERVICES. The supplier shall provide as follows:

1. Venue (Conference Room particulars):
 - i) Available from 8:00A.M. to 5:00P.M. (with time allowance for the set-up/pack-up);
 - ii) U-shaped conference table, if possible (subject to negotiation);
 - iii) Separate Secretariat's table/Registration Area with four (4) chairs;
 - iv) Free flowing coffee/tea/water during the conference;
 - v) At least one (1) stand-by technician during the conference;
 - vi) At least two (2) stand-by waiter during the conference;
 - vii) Sound system, projector, and laptop/computer (if possible), and at least four (4) to five (5) microphones.

2. Meals

- a. A.M. Snacks for 30 persons;
- b. Buffet Lunch for 30 persons; and
- c. P.M. Snacks for 30 persons

A provision for Halal foods must be included in the menu or food selection.

The actual number of person is subject to change per actual.

3. All quotations to be submitted must be duly signed and accompanied with the following documents: PhilGeps registration, DTI or SEC registration, Mayor's Permit and Income Tax Return.

III. PPA'S RESPONSIBILITIES

The PPA shall have the following responsibilities to the lessor of venue with meals:

1. The Rating of Lease of Venue shall be accomplished by PPA. Submitted quotations are considered responsive if they have achieved a Ninety-Five percent (95%) or higher rating.
2. PPA, as a government office, shall settle the obligation after the conclusion of the event and receipt of other required documents.

IV. OTHER TERMS AND CONDITIONS

1. PPA reserves the right to reject any or all quotations at any time prior to the award of the contract, and to accept quotations as may be considered advantageous to the Government.
2. PPA will only reply to quotations that can accommodate the requirements stated in the foregoing.

VI. BUDGET

1. The Approved Budget for the Contract is PhP115,000.00, inclusive of VAT.
2. Funding shall be chargeable against the PPA Representation Expenses.

APPROVED:


JASMIN A. PARARUAN
Corporate Board Secretary