

TERMS OF REFERENCE

Kapihan Sa Bagong Pilipinas Press Conference **March 26, 2024 | Calapan City**

I. Objectives:

1. To enhance public understanding and engagement with the programs and projects of implementing agencies at the grassroots level;
2. To amplify the policies, activities, and achievements of each featured department, consistent with the mandate of the administration's Bagong Pilipinas governance and leadership agenda;
3. To fulfill the President's directive for all departments to promote their activities and operations across all regions, highlighting a government in action.

II. Scope of Service:

The service provider should be able to provide the meals, welcome banner and tarpaulin of participants with the following specifications:

1. Inclusive Date: March 26, 2025
2. Location: Brgy. Guinobatan, Calapan City, Oriental Mindoro
3. Amenable to send-bill arrangement/government procedure
4. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

Documentary Requirements:

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. BIR Registration

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the activity that will be conducted, *to wit:*

A. Meals

- Should be able to provide AM snack, and Lunch for Thirty (30) pax during the press conference on March 26, 2024
- With free flowing coffee/tea and water during the event

B. Venue

- Provision of tables and chairs with table cloth
- With widescreen 75" flat Smart TV for projection & Basic Sound System and 2 microphones.

C. Materials

- ✓ Customized Welcome Banner and Tarpaulin
3x5 meter size
**Please see attached Annex A for the detailed design*

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Thirty Thousand Pesos Only (P30,000.00)** inclusive of taxes and fees.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

V. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

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