

TERMS OF REFERENCE

**Provision of Venue Including Food and Accommodation
for the Conduct of
the 2025 Gender and Development Activity – Seminar on Gender Based Sexual Harassment,
VAWC Awareness and Safe Spaces Act for BBG Central and Eastern Visayas
Leyte and Samar Branches**

I. Objective

The Development Bank of the Philippines (DBP) BBG Central and Eastern Visayas – Leyte and Samar branches to attend and participate in the Seminar on Gender Based Sexual Harassment, VAWC Awareness and Safe Spaces Act to be held on July 26-27, 2025 (Inclusive of travel time). The seminar aims to enhance DBP BBG CEV's Gender and Development (GAD) Plan and Budget (GPB) to achieve the budget requirements as mandated by law and prepare the GAD Accomplishment Report (AR).

The purpose of this procurement is to lease a venue for the said activity, including the food and accommodation, from a conference facility in Leyte, Philippines.

II. Approved Budget for the Contract (ABC)

The approved budget for the contract (ABC) is Two Hundred Ten Thousand Pesos and 00/100 Only (Php 210,000.00) inclusive of all applicable taxes and service charges.

III. Participants

Ninety-three (93) personnel of BBG CEV Leyte and Samar branches are authorized to attend and participate in the said activity, together and in cooperation Atty. Glenna Aurora T. Abril, Legal Officer (Resource Speakers for the said seminar).

IV. Specifications

The selection of venue shall be evaluated based on the following technical specifications:

Requirements	Details	Compliance
A. Availability	The venue must be available On July 26-27, 2025	
B. Location and Site Condition	Accessibility – Located Leyte or Samar, Philippines Parking Space – Provision of Parking space for at least 7 vehicles.	
C. Neighborhood Data	Sanitation and Health Condition Accessible to Police and Fire Stations	
D. Venue	Structural Condition	
	Functionality <ul style="list-style-type: none">a. Conference/Function Room Provision of the ff:<ul style="list-style-type: none">• Basic PA System, LCD Projectors and Screens• Tables and Chairs Setup• Fast and stable wi-fi access• Whiteboard and marker	

	<ul style="list-style-type: none"> • Microphones • Pads and Pens • Free-flowing coffee and Water during the activities <p>b. Space Requirements – Conference room that can Accommodate 102 pax</p>													
	<p>Facilities</p> <ul style="list-style-type: none"> • Well-maintained building Facilities such as: water Supply and toilet, lighting System, fire escapes and Audio visual equipment 													
	<p>Other Requirements</p> <ol style="list-style-type: none"> a. Maintenance b. Attractiveness c. Security 													
	<p>Meals:</p> <ol style="list-style-type: none"> a. July 26, 2025 AM Snacks/Welcome Drinks (Upon arrival) Managed Buffet Lunch (11:00 am to 1:00pm) PM Snacks (3:00 pm to 3:30 pm) Dinner (7:00 pm to 8:00 pm) 													
	<p>Room Accommodation</p> <table border="1"> <thead> <tr> <th>Date</th><th>Room Type</th><th>No. of Rooms</th></tr> </thead> <tbody> <tr> <td>July 26</td><td>Standard Room</td><td>1</td></tr> <tr> <td>To 27,</td><td>Triple Sharing</td><td>7</td></tr> <tr> <td>2025</td><td>Family Room</td><td>14</td></tr> </tbody> </table> <p>Inclusions:</p> <ul style="list-style-type: none"> • Complimentary breakfast buffet • Free Internet Connection • With complete bathroom amenities • Free access to hotel recreational facilities 	Date	Room Type	No. of Rooms	July 26	Standard Room	1	To 27,	Triple Sharing	7	2025	Family Room	14	
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V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement – Lease of Privately -Owned Venue, which includes food, accommodation and other facilities, consistent with Section 53.0 of R.A. No. 9184.

VI. Payment Scheme

Full payment shall be made after receipt of the Billing Statement from the Supplier.

VII. Liquidated Damages

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the contract, the DBP reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.