

TERMS OF REFERENCE

(Procurement of Training Venue with Accommodation and Meals and Transportation Package)

- I. PROJECT :** EngAge: Enriching the Lives of DOT Senior Citizens
- II. DATE OF IMPLEMENTATION:** 11 – 13 October 2023
- III. VENUE :** SARIAYA, QUEZON PROVINCE
- IV. BACKGROUND AND LEGAL BASIS:**

As enshrined in DBM's General Provision on Government Expenditure specifically on Sec. 28 aptly titled: Programs and Projects Related to Senior Citizens and Differently-Abled which requires All agencies of the government to formulate plans, programs and projects intended to address the concerns of senior citizens and differently-abled person, and integrate the same in their regular activities, which shall be at least one percent (1%) of their budgets of all government Departments/Agencies.

Likewise, in support of the RA 9257 (The expanded Senior Citizens Act of 2003) and the RA 9994 (Expanded Senior Citizen Act of 2010). Also known as the "Expanded Senior Citizens Act of 2010," an act granting additional benefits and privileges to Senior Citizens, further amending Republic Act No. 7432 of 1992 as amended by Republic Act N. 9257 of 2003.

The Training and Development Division (TDD) has included in its Work and Financial Plan the conduct of an onsite capacity building program which aims to familiarize would be retirees on the government retirement plans and benefits as well as provide livelihood options and improve the health and wellness of the Department's Senior Citizens.

LOT I

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be a DOT- Accredited hotel establishment;
- Must be able to provide seminar venue and meals for 35 employees and resource person/s, including room accommodation for the facilitator participants and;
- Must be able to provide a big Function Room that will allow participants to do some activities and is pillar-free; can accommodate 35 pax; and
- Must be in Sariaya, Quezon Province or nearby.

II. SCOPE OF WORK/DELIVERABLES:

**TRAINING VENUE WITH MEALS AND ACCOMMODATION:
Training Venue Package – PhP89,669.63**

Inclusions:

- ✓ Use of big Function Room with Registration Table for the secretariat with Rostrum
- ✓ Provision of free flowing coffee/ tea from 7:00 am – 6:00 pm with Stable Free Wi-Fi access
- ✓ Audio Visual Equipment with dedicated technician
- ✓ LED Projector/Wide Screen; Standard Audio/PA System with at least 2 microphones
- ✓ Free use of Whiteboard with Markers; and provision of Pens and Pads

- **Meals**
Three (3) Breakfast/ Three (3) Lunch/ Three (3) Dinner
PhP220.00/meal x 3 = PhP660.00/pax
PhP660.00 x 35 x 3 Days = **PhP69,300.00**
- **Accommodation**
Seventeen (17) twin-sharing (i.e. 2 beds) hotel room accommodation
PhP2,200.00 per room x 17 rooms x 2 Nights = **PhP74,800.00**
One (1) Single Room hotel room accommodation
PhP1,100.00 per room x 2 Nights = **PhP2,200.00**
Check – in: October 11, 2023
Check – out: October 13, 2023

LOT II:

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Must be a DOT – Accredited transportation service;
- Must be able to transport 35 employees, TDD Secretariat and resource person/s;

II. SCOPE OF WORK/DELIVERABLES:

Transportation Service Package – PhP69,170.37

Inclusions:

- ✓ 1 unit of Air-conditioned Bus with Driver for 35 Pax
- ✓ Properly sanitized interior
- ✓ With Charging port
- ✓ Audio System with microphone for announcement
- ✓ Toll Fees for Skyway/Expressway
 - October 11, 2023 (ETD: 4:00 a.m. – ETA: 8:00a.m.) – from DOT Central Office Makati City to Quezon Province
 - October 13, 2023 (ETD: 6:00p.m. – ETA: 10:00p.m.) – from Quezon Province to DOT Central Office Makati City

III. APPROVED BUDGET FOR THE CONTRACT:

Three Hundred Five Thousand One Hundred Forty Pesos (PhP305,140.00) inclusive of applicable tax.

IV. CONTACT PERSON:

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