

# **TERMS OF REFERENCE**

## **“VENUE AND CATERING FOR THE CASURECO II 50<sup>TH</sup> FOUNDATION ANIVERSARY CELEBRATION”**

PREPARED BY:

**TECHNICAL WORKING GROUP (TWG)**

REVIEWED BY:

**BIDS AND AWARDS COMMITTEE (BAC)**

-signed-

**ENGR. WENDYL P. BORROMEO**  
CHAIRMAN

-signed-

**ENGR. MARY FRANCE D. MORALES**  
VICE CHAIRMAN

-signed-

**ENGR. JOANALYN C. NAPAY**  
MEMBER

-signed-

**AUDREY ROSE C. DELORO**  
MEMBER

-signed-

**GIL EDDIE L. SERRANO, JR.**  
MEMBER

-signed-

**DARWIN DAVE T. BARRAMEDA**  
MEMBER



**TERMS OF REFERENCE**

<b>Name of the Contract</b>	:	Venue and Catering for the CASURECO II 50th Foundation Anniversary Celebration
<b>Source of Fund</b>	:	Internally Generated Fund
<b>Approved Budget of the Contract (ABC)</b>	:	Php350,000.00

**1. OBJECTIVE**

- a) Secure a venue that meets the Cooperative’s specific needs and requirements for the event.
- b) Obtain competitive proposals to ensure the best value for the Cooperative.
- c) Identify a venue that is accessible and convenient for employees and guests.
- d) Establish clear contractual terms and conditions for the venue booking.

**2. SCOPE OF REQUIREMENTS**

No.	Particulars	Qty,	Unit
1	Main plenary hall (capacity for at least 350 guests) use at August 15, 2025, starting at 6:00 PM (Schedule may be subject to applicable changes)	1	Lot
2	Catering services for dinner	1	Lot
3	Support staff during the event	1	Lot

**3. APPROVED BUDGET OF THE CONTRACT (ABC)**

The Approved Budget of the Contract (ABC) is Three Hundred Fifty Thousand Pesos (Php350,000.00), inclusive of taxes and duties.

**4. ELIGIBILITY REQUIREMENTS**

The contractor is hereby required to furnish original or Certified True Copies of the following eligibility documents:

- 1. Valid Mayor’s or Business Permit
- 2. DTI, SEC, or CDA Registration
- 3. Income/Business Tax Return
- 4. Proof of VAT payments for the past two (2) quarters
- 5. Valid Tax Clearance
- 6. Omnibus Sworn Statement
- 7. Summary of events held with similar capacity for the past six (6) months

**5. TECHNICAL REQUIREMENTS**

The bidder has the primary responsibility to ensure that the services offered will comply with the following technical requirements or specifications. **Bidder is required to state their compliance with the specification with evidence.** Any form of evidence, such as but not limited to **brochures, certification of compliance, photos, and other applicable documents**, must be included in the Bidder's technical proposal and shall be used in the bid evaluation. **The statement of compliance of the bidder without any evidence shall mean non-responsiveness of its bid.**



<b>CASURECO II's Requirements</b>	<b>Bidder's Statement of Compliance</b>	<b>Proof of Compliance</b>
<b>1. Main Plenary Hall</b>		
Fully air-conditioned hall (capacity for 350 pax) with decorations in line with CASURECO II theme		
Registration area with tables and chairs		
Complete sound and lighting system		
Ready stage and band equipment		
Backdrop Tarpaulin (10 feet x 16 feet)		
Available venue use for at least six (6) hours, extendable if needed		
<b>2. Amenities</b>		
LED Wall and TV monitors (projector and screen, if needed)		
Tables and chairs setting		
Red carpet		
Podium with two (2) wireless microphones		
Mobile bar		
<b>3. Catering Services</b>		
One proposed meal set which includes: soup, four (4) entrees, rice, dessert, juice		
Controlled buffet served at tables		
Grazing table, dessert bar, beverage station		
Flowing coffee and water		
No corkage for outside food and drinks		

**6. OTHER REQUIREMENTS**

- a. Bid prices submitted, inclusive of food and amenities offered, are fixed. No changes shall be accepted regardless of changes in the cost of commodities and services.
- b. All extra inclusions offered by the bidder shall be considered final as stated in the submitted quotation.
- c. Cancellation, from either party, shall not be allowed. However, rebooking to a new date is permitted, provided written communication is received by the other party twenty (20) calendar days before the event.
- d. Any desired changes to the stated requirements shall be coordinated by CASURECO II at least fifteen (15) calendar days before the event.
- e. Inquiries regarding the requirements shall only be directed to the authorized contact person assigned by CASURECO II.

**7. PAYMENT TERMS**

- 50% - Upon signing of the booking form
- 50% - Five (5) days after the event



**8. PENALTY CLAUSE**

In the event that the Winning Bidder fails to satisfactorily deliver any or all of the goods and/or perform the services within the specified period(s) mentioned in the Agreement, inclusive of duly granted time extensions, if any, the Procuring Entity shall have the right, without prejudice to other remedies under the Agreement and applicable laws, to -deduct from the Contract Price the amount equivalent to the undelivered goods and services.

**9. RESERVATION CLAUSE**

The Camarines Sur II Electric Cooperative Inc. (CASURECO II) reserves the right to reject any quotations, annul the procurement process, and reject all quotations at any time without incurring any liability to the affected service provider.

**TECHNICAL WORKING GROUP**

**-signed-**

**MR. ARIEL D. NACARIO**  
Member

**-signed-**

**MR. JOHN EMMANUELLE GUTIERREZ**  
Member

**-signed-**

**ENGR. PAUL GUILLER H. SEMAÑA**  
Member

**-signed-**

**ENGR. JUNNIL B. PASIONA**  
Member

**-signed-**

**ENGR. RICHARD L. PRECONCILLO**  
Vice Chairman

**-signed-**

**ENGR. ARJEN V. NIDEA**  
Chairman



Date: \_\_\_\_\_

**Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **(the above-captioned materials/services)** of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II);

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding for **(the above-captioned materials/services)**, of the Camarines Sur II Electric Cooperative, Inc. (CASURECO II), as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project], if any.
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ (month), (year) at the City of \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ (date) at the City of \_\_\_\_\_, the affiant exhibited to me (any of the following: Passport, Driver's License, TIN & SSS ID with picture) No/s. \_\_\_\_\_ and valid until \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
UNTIL \_\_\_\_\_



PTR. No. \_\_\_\_\_

TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series (year)



## **COMPLIANCE WITH THE TECHNICAL SPECIFICATIONS**

<b>CASURECO II's Requirements</b>	<b>Bidder's Statement of Compliance</b>	<b>Proof of Compliance</b>
<b>1. Main Plenary Hall</b>		
Fully air-conditioned hall (capacity for 350 pax) with decorations in line with CASURECO II theme		
Registration area with tables and chairs		
Complete sound and lighting system		
Ready stage and band equipment		
Backdrop Tarpaulin (10 feet x 16 feet)		
Available venue use for at least six (6) hours, extendable if needed		
<b>2. Amenities</b>		
LED Wall and TV monitors (projector and screen, if needed)		
Tables and chairs setting		
Red carpet		
Podium with two (2) wireless microphones		
Mobile bar		
<b>3. Catering Services</b>		
One proposed meal set which includes: soup, four (4) entrees, rice, dessert, juice		
Controlled buffet served at tables		
Grazing table, dessert bar, beverage station		
Flowing coffee and water		
No corkage for outside food and drinks		



**COMPANY NAME**

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**CONFIRMING STATEMENT ON DELIVERY SCHEDULE**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Venue and Catering for the CASURECO II 50<sup>th</sup> Foundation Anniversary Celebration (350 Guests)**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at

\_\_\_\_\_ conforms with the following completion schedule:

<b>Project Description</b>	<b>Project Duration/Completion</b>
<b>Venue and Catering for the CASURECO II 50th Foundation Anniversary Celebration (350 Guests)</b>	Main plenary hall (capacity for at least 350 guests) use at August 15, 2025, starting 6:00 PM (Schedule may be subject to applicable changes)

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**CONFIRMING STATEMENT ON TERMS OF PAYMENT**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.  
Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Venue and Catering for the CASURECO II 50<sup>th</sup> Foundation  
Anniversary Celebration (350 Guests)**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at \_\_\_\_\_ conforms with the following Terms of Payment under Section 7 of the Terms of Reference (TOR):

50% - Upon signing of the booking form

50% - Five (5) days after the event

Very truly yours,

\_\_\_\_\_  
[Signature over printed name of authorized signatory]

Date:



**COMPANY NAME**

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**STATEMENT OF COMPLIANCE WITH OTHER REQUIREMENTS**

**BIDS AND AWARDS COMMITTEE**

Camarines Sur II Electric Cooperative, Inc.

Del Rosario, Naga City

Attention : **ENGR. WENDYL P. BORROMELO**  
BAC Chairman

Project: **Venue and Catering for the CASURECO II 50<sup>th</sup> Foundation  
Anniversary Celebration (350 Guests)**

Dear ENGR. BORROMELO,

In compliance with the requirement of Camarines Sur II Electric Cooperative, Inc. for the above stated project, we [COMPANY NAME], with office address at

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hereby states and conforms its compliance with the following detailed other requirements for this particular Bidding Project:

- Bid prices submitted, inclusive of food and amenities offered, are fixed. No changes shall be accepted regardless of changes in the cost of commodities and services.
- All extra inclusions offered by the bidder shall be considered final as stated in the submitted quotation.
- Cancellation, from either party, shall not be allowed. However, rebooking to a new date is permitted, provided written communication is received by the other party twenty (20) calendar days before the event.
- Any desired changes to the stated requirements shall be coordinated by CASURECO II at least fifteen (15) calendar days before the event.
- Inquiries regarding the requirements shall only be directed to the authorized contact person assigned by CASURECO II.

Very truly yours,

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[Signature over printed name of authorized signatory]

Date:



**CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)  
Del Rosario, Naga City**

**BIDS AND AWARDS COMMITTEE**

**CHECKLIST FOR THE VENUE AND CATERING SERVICES FOR THE CASURECO II 50<sup>TH</sup> FOUNDATION ANIVERSARY CELEBRATION FOR 350 GUESTS**

<b>I. ELIGIBILITY REQUIREMENTS</b>	Bidder 1	Bidder 2	Bidder 3
<b>LEGAL DOCUMENTS</b>			
1. DTI business name registration/SEC registration certificate/CDA registration certificate, whichever is appropriate under the laws of the Philippines			
2. Valid and current Mayor's permit/municipal license (principal place of business)			
3. BIR Value Added Tax Registration			
4. Omnibus Sworn Statement-Affidavit			
5. Compliance with E.O. #398			
a. Proof of VAT payments for the past six months.			
b. Tax Clearance from the BIR to prove the bidder's full and timely payment of taxes to the government			
<b>TECHNICAL DOCUMENTS</b>			
1. Statement in matrix form all ongoing and completed government and private contracts (service contracts, maintenance contracts, purchase orders, job orders, etc.) within the relevant period of six (6) months, where applicable, including contracts awarded but not yet started, if any. The statement shall state whether each contract is:			
a. Ongoing, Completed, or Awarded but not yet started; within the relevant period, where applicable.			
i. The name of the contract;			
ii. Date of contract;			
iii. Amount of contract and value of outstanding contracts;			
iv. Date of delivery;			
v. End-user's acceptance, if completed			
b. Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the relevant period of six (6) months.			



<b>FINANCIAL DOCUMENTS</b>			
1. Complete set of audited financial statements, stamped "received" by the BIR, for the preceding calendar year, which should not be earlier than 2 years from the date of bid submission.			
Complete set of financial statement includes the following:			
1) Balance Sheet			
2) Income Statement			
3) Statement of Changes in Equity			
4) Cash Flow Statement			
5) Notes to Financial Statement			
6) Statement of Management Responsibility for Financial Statement			
<b>II. BID PROPOSAL</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>TECHNICAL PROPOSAL</b>			
1. Confirming statement on Delivery Schedule			
2. Details of Technical Specification (Please see the separate matrix for compliance of the technical specifications with proof of evidence)			
3. Statement of Compliance for Bidder's Other Requirements			
<b>FINANCIAL PROPOSAL</b>			
1. Confirming statement on the Terms of Payment			
2. Bid Price and Price Schedule			
<b>RESULT:</b>			
<b>Note: All requirements with attached Sample Forms must be submitted as prescribed; however, for any other technical and financial requirements that do not have a specific sample form attached, the Bidder may submit in any form as proof of its compliance, provided that it is duly signed/certified by the authorized representative.</b>			