



TERMS OF REFERENCE

LEASE OF VENUE WITH PROVISIONS FOR MEALS FOR THE GENDER AND DEVELOPMENT KAPIHAN: "RECOGNIZING AND STRENGTHENING PARTNERSHIPS THROUGH RENEWED COMMITMENT TOWARDS ACHIEVEMENT OF GENDER MAINSTREAMING IN THE WATER SECTOR"

I. RATIONALE

The Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO) is committed to achieve its vision to become a world class and independent Regulatory Office that equitably protects the interests of the consuming public and other stakeholders to continuous, sustainable, and accessible supply of potable and affordable water and environmentally sound sewerage system. Thus, the MWSS RO has been actively promoting gender equality and women empowerment by integrating GAD perspective in all its programs, projects, and activities through provisions of policies and enabling mechanisms that institutionalize gender mainstreaming efforts to ensure equal opportunities and participation for both women and men.

The GAD Kapihan is one of the mechanisms of the MWSS RO GFPS which seeks to explore the synergies between and among different national government agencies and institutions, in order to support, embody, and achieve Sustainable Development Goals (SDGs) number 5 (Gender Equality) and 6 (Clean water and sanitation for all).

This year's theme for the GAD Kapihan is, "Recognizing and Strengthening Partnerships Through Renewed Commitment Towards Achievement of Gender Mainstreaming in the Water Sector", with three (3) major thrusts:

1. Recognition of Gender Mainstreaming Partners throughout the Years;
2. Celebration on the Conferment of the GADtimpala Awards; and
3. Commitment to the International Community.

General objectives:

- To recognize and strengthen the partnership of MWSS RO with relevant stakeholders, and
- To renew commitments and strengthen synergies in the implementation of gender-responsive WASH policies, program, and project with and among relevant stakeholders on gender mainstreaming in their respective workspaces.

Specific Objectives:

- To identify, benchmark, and recognize activities, programs, projects and/or mechanisms on GAD implemented by MWSS RO through the technical assistance and knowledge transfer from various institutions;
- To establish partnerships with and among various stakeholders through transfer of knowledge, technical assistance and capacity building, mobilization



of resources, and sharing of best practices in the discipline of gender mainstreaming vis-a-vis implementation of gender-responsive policies, program, and projects;

- To facilitate innovation and enhancement of current GAD pursuits that will ensure continuous promotion of gender equality, women empowerment, diversity, inclusivity, and violence free community; and
- To institutionalize progressive change within various sectors and institutions as a result of continuous discourse, sharing of learned experiences, and application of knowledge on GAD.

An external Service Provider (SP) will be contracted to provide the venue, function room and meals, preferably with enough space to accommodate the GFPS, EXECOM/MANCOM, and target partners from Concessionaires, LGUs, and public/private sectors.

II. SCOPE OF WORK AND SPECIFICATION

The SP should be able to provide a function room, meals, and basic facilities, with the following specifications:

A. General

Date and Time	:	21 December 2023, 9:00 a.m. to 1:00 p.m.
Location	:	Metro Manila (preferably within Quezon City)
No. of participants	:	145 pax (hybrid set-up)
Parking Slots	:	10 slots

B. Venue for the Activities

The venue should be air-conditioned with tables and chairs, audio system and microphone that can accommodate 145 attendees, in a hybrid set-up, with enough servers for food preparation.

C. Meals

Breakfast:

Free flowing coffee with pasta

Lunch:

Chicken, Seafood, Vegetable, Rice, Dessert, Drinks

**Rates should be inclusive of all applicable government taxes and service charges.*

III. Approved Budget for the Contract

The approved budget for the contract is **One Hundred Eleven Thousand Six Hundred Fifty Pesos Only (PhP111,650.00)**, including government taxes and charges.

IV. Terms of Payment

Full Payment to be paid only upon completion of activity subject to the submission of Invoice or Billing Statement with a Certificate of Acceptance for Satisfactory Performance of services based on the agreed terms of contract.

V. Mode of Procurement

The mode shall be through Lease of Real Property and Venue - Negotiated Procurement as provided under No. 9 Section V of Annex "H" of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The reasonableness of its price shall be determined in accordance with the methodology prescribed in Appendix B of the same guidelines.

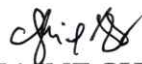
Prepared by:



PATRICIA PAULA A. SERIRITAN

Member of Technical Working Group, GFPS

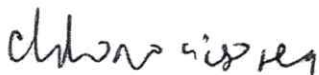
Recommending Approval:



CHARMAINE SHIELA A. ADEVA

Head of Technical Working Group, GFPS

Approved:



CLAUDINE B. OROCIO-ISORENA

Chairperson, GFPS