



TERMS OF REFERENCE

LEASE OF VENUE WITH PROVISIONS FOR MEALS FOR THE FIVE (5)-DAY TRAINING AND WORKSHOP ON PUBLIC SERVICE CONTINUITY PLANNING COURSE

I. Rationale

Last 25-27 February 2025, the Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO) conducted the three (3)-day in house training on Disaster Risk Reduction and Management (DRRM) held at the Main Conference Room. This is pursuant to Section 2 of the Governance Commission for Government-Owned-and-Controlled Corporations (GCG) Memorandum Circular No. 2024-01, herein attached as Annex "A", wherein Disaster Risk Reduction and Management (DRRM); and Gender Equality, Disability, and Social Inclusion (GEDSI) shall now be integrated in the GOCC Performance Evaluation System (PES) Scorecard.

Following this activity, the conduct of the **FIVE (5)-DAY TRAINING AND WORKSHOP ON PUBLIC SERVICE CONTINUITY PLANNING COURSE** is hereby requested.

This training-workshop shall be conducted on **11-15 August 2025**. Given our goal to finalize the DRRM Plan by the September 2025 for implementation by the year 2026, we believe that this training-workshop is crucial and beneficial to the MWSS RO.

The training-workshop will also contribute to the development of a gender-responsive Public Service Continuity Plan aligned with the organization's core value of Gender-Responsiveness and commitment to inclusivity and resilience. Additionally, this training-workshop recognizes the intersection of Public Service Continuity Planning (PSCP), and Gender Equality, Disability, and Social Inclusion (GEDSI) in building a resilient, inclusive, and sustainable organization.

General objectives:

- To draft the MWSS RO Public Service Continuity Plan (PSCP) that incorporates Disaster Risk Reduction and Management (DRRM) principles and is aligned with the organization's operational priorities, to ensure uninterrupted delivery of public services during emergencies and disruptions.
- To integrate GEDSI principles into the continuity planning process, ensuring that the resulting PSCP is gender-responsive, inclusive, and reflective of the organization's commitment to resilience, equity, and sustainable public service delivery.

An **external Service Provider (SP)** will be contracted to provide the venue, function room and meals, preferably with enough space to accommodate the training-workshop participants

II. Scope of Work and Specification

The SP should be able to provide a function room, with internet connection/wi-fi, meals, and basic facilities, with the following specifications:

A. General

Inclusive Date	:	11-15 August 2025
Location	:	Metro Manila (preferably within Quezon City)
No. of participants	:	44

B. Venue for the Activities

The venue should be air-conditioned with tables and chairs, audio system and microphone, and internet connection/wi-fi, that can accommodate 44 attendees with enough server for food preparation.

C. Meals

Breakfast:
Free flowing coffee with pastries

Lunch:
One viand (Beef/Pork and Chicken/Fish) with vegetables and rice
Service water and Iced Tea/Softdrinks/Juices

**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 TEN THOUSAND PESOS ONLY (PhP110,000.00)**, including government taxes and charges.

IV. 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.

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