

Terms of Reference

PROJECT TITLE: HIRING OF SERVICES OF CHORALE DIRECTOR

**A. APPROVED BUDGET: Six Hundred Thirty Two Thousand Pesos
(Php632,000.00)**

B. BACKGROUND

The Corporate Social Advocacies and Public Relations Facilities Department (CSA-PRFD) as administrator of the GSIS chorale needs to hire a professional and competent chorale director/instructor who will work in tandem with CSA-PRFD to develop and manage the GSIS Chorale.

The GSIS Chorale has played a significant part in our corporate social events. It has also served as an ambassador of goodwill and image builder of the System. It is important that the GSIS Chorale has a continuous voice training to maintain their craft, thus, the services of a Chorale Director/instructor is needed.

C. GENERAL REQUIREMENTS

1. SCOPE OF WORK

The Chorale Director is responsible for the following:

1.1. Conduct rehearsal sessions with the members as scheduled by CSA-PRFD. The regular rehearsal is twice a week, at least two (2) hours per session. In case of activities, special events, and competition (local and international) that the GSIS Chorale is invited to join, CSA-PRFD will require additional rehearsals in preparation for their performances or competitions.

1.2 Provide voice training/exercises to the members and proper execution and interpretation of the songs. In addition, he/she must be able to develop the confidence and morale of the members of the chorale.

1.3 Prepare, select and arrange variety of songs (with accompaniment) for the Chorale's performance in corporate functions, festivals, competitions and invitational engagements. The chorale must learn at least two (2) songs per month. Songs must fit in the various events/activities of the GSIS.

1.4. In case of out-of-town invitational performances, the Chorale Director is required to make himself available to accompany the Chorale to these events/activities.

1.5. Act as choreographer of the chorale members, if needed, for simple performances/shows.

1.6. In case the Chorale Director is not available due to prior commitment, the chorale director shall provide a substitute who will be in charge for the continuous training of the chorale.

1.7. Conduct audition to recruit new members.

2. PERIOD COVERED

2.1. The contract shall be effective upon receipt of the Purchase Order from January 2020 – December 2020.

2.2. However, notwithstanding any provisions to the contrary, the GSIS shall have the right, power, and privilege to terminate services of the Chorale Director for any cause whatsoever without need of judicial action by giving thirty (30) calendar days written notice to that effect to the Chorale Director, which hereby agrees to abide by the decisions of the GSIS.

3. BIDDERS QUALIFICATION

The Chorale Director shall submit proof of the following qualifications:

3.1. Bachelor's Degree in Music or related courses or certificate of relevant training on music/chorale direction.

3.2. At least ten (10) year work experience as Chorale Director/Instructor

3.3. Must have knowledge of a wide variety of musical styles and ability to teach these varying styles to the Chorale

3.4. Effective interpersonal communication skills, good organizational skills and positive attitude

3.5. Should have experience in national and/or international competitions, preferably with successful results.

GSIS

- CSA PRFD shall be responsible in assisting the chorale director (printing of music scores, provide schedule of activities, assist in the search of chorale members)
- CSA PRFD shall be responsible in the processing of payment of the chorale director upon submission of the required documents.

4. TERMS OF PAYMENT

4.1. The Chorale Director shall be paid not exceeding Four Thousand Pesos (Php4,000.00) per session and will be required to render a minimum of four hours a week to oversee regular chorale practice. Payment due for the current month shall be payable on the following month in which services have been rendered, subject to the following conditions:

4.1.1. The stipulated contract price of the services of the Chorale Director shall be proportionately adjusted in the event that the Chorale Director is required to render additional hours (subject to the availability of the budget). Additional hours mean extra rehearsal hours or performances.

4.1.2 The stipulated contract price for the services of the Chorale Director shall be proportionately reduced in the event that the Chorale Director fails to render the required minimum number of hours.

4.2. Prior to the release of monthly payment, the Chorale Director shall submit the following:

4.2.1. Billing statement or Statement of Account covering actual services rendered signed by the Chorale Director/Instructor

4.2.1. Attendance Report of the GSIS Chorale report duly signed by the Chorale Director and certified by CSA – PRFD assigned personnel and accepted by the CCO – IV – CSA PRFD.

Prepared and Submitted by:

LESLIE ANNE M. FANGONIL
Acting Officer I – CSA – PRFD

Approved by:

RAYMUNDO ANDRES V. PALAD
CCO IV – CSA – PRFD

CONFORME:

Chorale Director