

REQUEST FOR PROPOSAL

For the Procurement of Food, Venue and Accommodation for the Integrated Gabay ng Paglilingkod Course

NUMBER OF PARTICIPANTS: Maximum: 50 **APPROVED BUDGET:** ₱736,300.00
Minimum: 40

DURATION OF TRAINING: April 11 – 19, 2013

REQUIREMENTS:

1. Training Venue

- Preferably in Tagaytay City
- With sufficient lodging and conference facilities for 40 – 60 participants/guests
- Conveniently located and accessible to public transportation, hospital/clinic, grocery stores, other necessary amenities and with 24 hours security
- Preferably not holding multiple/simultaneous events (i.e. wedding receptions and parties) within the vicinity of the venue that would cause distractions during the conduct of training
- With holding room for luggages of pax
- Preferably with swimming pool and gym facilities, and ample parking space

2. Lodging Rooms

- Twin sharing, two separate beds for 40 pax (minimum guaranteed number)
- Single occupancy room for the speakers
- Air-conditioned and with telephone & cable TV
- With hot and cold shower
- Provided with complete toiletries
- Provided with free purified drinking water and coffee
- Daily make-up of room

3. Meals

Buffet breakfast, lunch and dinner plus set light AM and PM snacks, one round of drinks for snacks and purified water

DATE	SESSION	MEAL PACKAGE
DAY 1 – April 11	Registration (10 am)/Check-In 2:00 pm) Module I	Lunch, PM Snacks & Dinner
DAY 2 – April 12	Module I	Full Board Meal
DAY 3 – April 13	Module I & II	Full Board Meal
DAY 4 – April 14	Module II	Full Board Meal
DAY 5 – April 15	Module II/COAM	Full Board Meal
DAY 6 – April 16	COAM	Full Board Meal
DAY 7 – April 17	COAM	Full Board Meal
DAY 8 – April 18	COAM	Full Board Meal
DAY 9 – April 19	Closing/Check-Out – 12:00 noon	Breakfast, AM Snacks & Lunch

4. Function Room

- Large enough for 50 or more participants and group workshops
- With enough space to accommodate additional guests for the conduct of plenary and opening/closing sessions
- Available for use from twelve (12) hours per day from 7:00 a.m. – 7:00 p.m.
- Room is sound-proof and away from noise distractions
- Well-lighted and air-conditioned
- Should have a telephone unit for the use of the Organizer
- No pillars to obscure center view
- Complete sound system, with 5 microphones & DVD player
- With 2 flag poles, podium, overhead white screen, OHP projector, white board, white board markers/erasers
- With standby sound technician and waiter, especially at mealtimes
- With event coordinator/designated alternate who is on-call at all times
- Wifi internet access

5. Concessions for the Duration of the Training

- One (1) complimentary rooms (with free meals) for the Secretariat from **April 11 – 19, 2012**
- Free use of the function room for 12 hours from 7:30 am – 7:30 pm
- With notepads & candies for the entire duration of training
- Free flowing coffee and tea, provision for equal or nutra sweet
- Waived electric charge for equipment (laptops and LCD projector)
- Ready availability of generator in case of power failure
- Complimentary parking for the organizer and participants or guests
- Free daily newspaper for the Secretariat
- No corkage fee** during opening or closing socials (fellowship night)
- 10% discount for business center services

6. With free welcome tarpaulin/backdrop banner and directional signs to assist participants to the venue.

7. Should allow staff to conduct an ocular inspection and taste test of food if needed.

8. Rates for the room (twin-sharing) and meals (breakfast, AM snacks, lunch, PM snacks & dinner) should be quoted separately. All rates quoted should be inclusive of all taxes and service charges. Quotation submitted must be accompanied by a sample menu.

9. Down payment of 50% of the total contract price upon signing of the Contract of Service, balance to be settled 7 days after review and concurrence of the Organizer to the Account charges. The contract price shall be based on the quoted price for the guaranteed number of participants/guests.

10. Charges for meals and accommodation in excess of the guaranteed number of participants shall be based on the daily attendance and actual head count.

11. Provide information on the following items: a) Check-in and check-out time; b) Business center rates: fax, internet, print, photocopy, calls, wifi coverage area; and, c) rates of other incidental services, i.e. laundry, massage, among others.