

# REQUEST FOR PROPOSAL

## For the Procurement of Food, Venue and Accommodation for the SALAMIN-DIWA ng Paglilingkod Training Program

**ESTIMATED BUDGET: Php 1,100,000.00**

### **Live-In arrangements:**

**Maximum Number of Participants: 40**

**Minimum (Guaranteed) Number of Participants: 34**

**Schedule: February 26-March 11, 2013**

**Venue: Naga City**

CHECK-IN:	February 26 (Day 1)	MEALS:	Lunch, PM Snack, Dinner
	Days 2 – 8	MEALS:	Full Board Meal
CHECK-OUT	Day 9	MEALS:	Breakfast, AM Snack, and Lunch
CHECK-IN:	Day 12	MEALS:	Lunch, PM Snack, and Dinner
	Day 13	MEALS:	Full Board Meal
CHECK-OUT:	March 11 (Day 14)	MEALS:	Breakfast, AM Snack, and Lunch

*Note: Participants will check - out for 3days. It is expected that same rooms will be availed upon their return*

### **REQUIREMENTS:**

#### **1. Venue**

- One big function room with breakout rooms
- with ample parking space
- conveniently located and accessible to public transportation, hospital/clinic, grocery stores and other necessary amenities
- Preferably with In-house Doctor/Nurse
- With holding room for luggage of pax
- With 24 hours security
- Wi-Fi Internet Access

#### **2. Rooms**

- Twin sharing, two separate beds
- Air-conditioned
- With telephone & cable TV
- With hot and cold shower
- With complete toiletries provided
- Daily make-up of room

#### **3. Meals**

- buffet breakfast, lunch and dinner with drinks
- set AM and PM snacks (crackers/cookies and flowing coffee/tea)
- purified water
- provision for separate meals for participants with health concerns and other religious affiliation

#### **4. Function Room**

- Well-lighted
- Should have a telephone unit for the use of the Organizer

- Air-conditioned
- No pillars to obscure center view
- Large enough for 30-50 participants per function room for simulation exercises and group workshops
- Use of conference room from 7:30 am to 10:00 pm
- No overtime charge on the use of the function room after 6 p.m. / after 8 hours
- Complete sound system, with 5 microphones & CD player
- With 2 flag poles, podium, overhead white screen, OHP projector, white board markers, board eraser, flip chart
- With standby sound technician
- With standby waiter, especially during meals

**5. Concessions for the Duration of the Training**

- Complimentary room/s for the Secretariat
- With candies (entire duration of training) and notepads
- Free flowing coffee and tea, provision for equal or nutra sweet
- Waived electric charge for the Secretariat's/participants' equipment (laptops, portable printer and LCD)
- 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 and signage**

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

**8. All rates quoted should be inclusive of all taxes.**

**9. Payment mode: 50% down payment one week before the training; and Balance to be settled 15 days after review and concurrence of the Organizer to the Account charges**

**10. Quotation submitted must be accompanied by a sample menu**