

TERMS OF REFERENCE (TOR)

Procurement of Workshop Venue, Food and Beverage

GAD MILESTONE CELEBRATION 2015 END VAW FORUM

PROJECT:

Tourism Promotions Board (TPB) will be conducting a forum End Violence Against Women and Children (VAW-C) in support to the 18 – Day Campaign to End VAW on 11 December 2015.

NO. OF DAY/S: One (1) day

BUDGET: P1,400.00/head/net of taxes – for venue and food and beverage

OBJECTIVES:

This project requires the engagement of a Manila-based hotel for the provision of Food/Meals and Venue during the conduct of the End VAW-C Forum.

REQUIREMENTS AND CONDITIONS:

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: at least 2 kilometer away from TPB Office
3. Food/Meal for the Workshop
 - a. AM and PM Snacks inclusive of one round of soft drinks or iced tea
 - b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage
 - c. Flowing coffee/tea for the participants while the event is on-going
 - d. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
 - e. Drinking water and candies/mints shall be provided for the participants
 - f. Food served shall be fresh, hot and ready at least 30 minutes before each meal
4. Arrangement Set-Up
 - a. All dinnerware and glassware necessary for the event
 - b. Waiters/Service Personnel clad in clean uniforms
 - c. Buffet Table with setting
 - d. Clean linens with motif as specified/required for the event

- e. Chairs and tables classroom set-up during workshop
- f. Set-up ready one hour before the start of the session in the morning

5. Venue

Provision of other facilities/services free of charge, as follows:

- Conference set-up good for 35 – 50 pax
- Lobby and Function Room signages
- Registration table with telephone
- Microphones with stand (at least 2)
- 1 Wireless microphone
- Existing Light and Sound System
- Whiteboard with marker and eraser
- Flipcharts with permanent markers (2 sets)
- Pads and pencils
- 1 LCD Projector
- LCD Projector Screen
- Rostrum
- Wifi access in the meeting room

6. Other Requirements

Any other arrangements that may be mutually agreed upon by the TPB and the service provider.