

**Project: VENUE RENTAL WITH CATERING SERVICES
FACILITATION AND PRESENTATION SKILLS TRAINING
06-08 May 2019**

TERMS OF REFERENCE

I. Objective:

To provide venue with catering service for the following:

Event	:	Facilitation and Presentation Skills Training
Date	:	27-29 May 2019
Time	:	8:00 am – 5:00 pm
No. of Participants	:	35

II. Specifications

1. Classroom type to accommodate 35 pax.
2. Minimum guarantee 20 pax. Actual number of participants for confirmation 1 week before the event.
3. Provision of AM and PM Snack, buffet lunch and free flowing coffee, tea, candies and mints
4. With spacious function room
5. Provision of 1unit LCD projector, wide screen and PA system with microphones
6. Provision of whiteboard, flipchart, marker, eraser, pads and pencils or pens
7. Provision of plug extension sockets per table.
8. Provision of complimentary Wi-Fi/Internet connection
9. Provision of complimentary parking slots
10. Within 3.5 km from TPB.

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must be DOT accredited establishment
3. Must have experience in holding/staging social events and functions.
4. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

IV. Contract of Service/Financial Proposal

The financial proposal should cover the following expenditures:

1. Venue Rental
2. Catering services

VI. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 147,000.00 inclusive of all applicable taxes.

VII. Mode of Payment

Send Bill arrangement.