

Project:

VENUE RENTAL WITH CATERING SERVICES

Supervisory Development Course (SDC) Track 1

18-21 June 2019

TERMS OF REFERENCE

I. Objective:

To provide venue with catering service for the Supervisory Development Course (SDC) Track 1.

- Event : Supervisory Development Course (SDC) Track 1
- Date : 18-21 June 2019
- Time : 9:00 am – 5:00 pm
- No. of Participants : Guaranteed 20 participants maximum of 35 participants for confirmation 1 week prior to the event

II. Specifications

1. Round Table set up to accommodate 20 pax
2. Provision of 1 registration table for secretariat and 1 registration table for the facilitator
3. Provision of AM and PM Snacks, buffet lunch with 1 round of drink, and free flowing coffee, tea, candies and mints
4. Provision of 1 unit LCD Projector, wide screen and PA system with 4 microphones
5. Provision of Whiteboard, flipchart, marker, eraser, pads and pencils or pens
6. Provision of complimentary Wi-Fi/Internet connection
7. Provision of complimentary parking slots

III. Eligibility Requirements:

1. Must be Filipino owned, operated and legally registered events venue under Philippine laws;
2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;
3. Must be DOT accredited establishment;
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

V. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 196,000.00 inclusive of all applicable taxes.

VI. Mode of Payment

Full payment upon completion of the training