TECHNICAL SPECIFICATIONS FOR VENUE RENTAL, ACCOMMODATION AND F&B

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows. *(Bidders are required to take note of the * portion at the last page of this form before filling out the required columns):*

REQUIREMENT: Meeting venue with food and beverage and accommodation
PROJECT TITLE: TPB Quality Management System (QMS) Planning
APPROVED BUDGET COST (ABC): Php 480,000.00

TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	**NOT COMPLIANT**	
I. Availability (18-20 March 2020)			
a. Meeting venue			
b. Rooms: Five (5) Single Superior Queen Room Twenty (20) Superior Twin Room			
II. Location / Site Condition / Neigbourhood Data			
a. Located within six (6) kilometres from the TPB Office			
b. Must be at least a three (3) star Business hotel			
c. Provision of at least five (5) parking passes / complimentary parking for vehicle of TPB officials, guests and participants			
III. Rooms			
a. Must be a DOT-accredited hotel or conference venue			
b. Superior room as the minimum category for all rooms			
c. Inclusive of daily breakfast for all checked-in guests			
d. Complimentary Wifi access per room			
e. Complimentary drinking water, replenished daily			
f. In-room safe			
g. In-room coffee and tea making facilities			

Check-in	Check-out	Room configuration	No. of rooms
18 March 2020	20 March 2020	Single Superior Queen	5
		Superior Twin	20

TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
IV. Venue			
a. Cluster set-up good for 50 pax with			

	enough space to move around			
b.	Function room to be used until 11:00pm (maximum) on 18-19 March 2020 and until 05:00pm (maximum) on 20 March 2020			
c.	At least four (4) Easel boards with Easel sheets			
d.	Whiteboard with marker and eraser			
e.	LCD Projector (rental included in the package) and Screen			
f.	Signage stands for meeting rooms and other directional signage			
g.	Registration table with telephone			
h.	Secretariat table			
i.	Microphones (minimum 4 pieces)			
j.	Existing light and sound system			
k.	Provision of electric outlets / extension cords per table (including the registration and secretariat tables)			
l.	Wifi access in the meeting room for at least 50 concurrent users on multiple devices in all areas to be designated within the function room			
m.	Pencils and pads			
n.	Mints, nuts and/or candies			
o.	Hot and cold water dispenser			
p.	Stand-by dedicated staff during the workshops			
V. Food/Meal for the Workshop				
Provision of the following meals good for 45 persons				
a.	Morning and afternoon snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM snacks: sandwiches or pasta) on 18-20 March 2020			
b.	Managed Lunch buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 18-20 March 2020			
c.	Managed Dinner buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 18-19 March 2020			
Arrangement Set-up (Meals)				
a.	Flowing brewed coffee/tea for the participants while the event is on-going			
b.	Can accommodate special diet (for participants with special needs:			

TPB Annual QMS Planning Workshop- 18-20 March 2020

vegetarians, diabetics, or people with allergies)			
c. Drinking water shall be provided for the participants			
d. Food served shall be fresh, hot and ready at least 30 minutes before each meal			
e. All dinnerware and glassware necessary for the event			
f. Waiters/Service Personnel clad in clean uniforms			
g. Buffet table with setting			
h. Designation of a banquet coordinator			

Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.

Offered Quotation in Words:

Offered Quotation in Figures:

Signature Over Printed Name of Bidder	Position/Company	mm/dd/year

TPB Annual QMS Planning Workshop- 18-20 March 2020