

TERMS OF REFERENCE

II. PROJECT AND LOCATION

To provide conference rooms and meals which can accommodate 71 participants and room accommodation for 48 pax for the conduct of the Capability Building for RMs, PCDMs, and Other Concerned Staff of the PCA Operating Units on July 18-20, 2022 in Quezon City.

*48 stay-in participants; 23 stay-out participants

II. SCOPE OF WORK

1. Provide conference rooms with the following equipment and facilities:

A.

DATE: July 18,2022

ROOM REQUIREMENT

No. of Rooms

- 1 Conference Room (classroom type)

Purpose/ Activity

- Opening program/discussion/ workshop

No. of Persons to be accommodated

- 71 pax

Inclusions and expected time of use

- 11:00 am – 6:00 pm
- WiFi Internet Access
- LCD Projector and Screen
- Basic Sound System
- White Board/ Flip Chart
- Extension Cords

B.

DATE: July 19,2022

ROOM REQUIREMENT

No. of Rooms

- 1 Conference Room (classroom type)

Purpose/ Activity

- Opening program/discussion/ workshop

No. of Persons to be accommodated

- 71 pax

Inclusions and expected time of use

- 8:00 am – 5:00 pm
 - WiFi Internet Access
 - LCD Projector and Screen
 - Basic Sound System
 - White Board/ Flip Chart
 - Extension Cords
2. Provide double sharing and triple sharing air-conditioned rooms w/ complimentary dinner/breakfast on July 18-20 for 48pax.
Check in: July 18,2022
Check out: July 20,2022
3. Meals to be served for:
July 18 (71pax)
- a. Lunch
 - b. Dinner
 - c. Free flowing coffee and water
- July 19 (71pax)
- a. Breakfast
 - b. AM&PM Snack
 - c. Lunch
 - d. Dinner
 - e. Free flowing coffee and water
- July 20 (48pax)
- a. Breakfast
4. Provide basic training materials such as pen and paper for each participant
5. Provide free parking area for the participants.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on or before July 18,2022 8am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.
- a. SEC and DTI Registration Certificate
 - b. Mayors' Permit
 - d. PHILGEPS Registration
 - e. Omnibus Sworn Statement
2. Payment terms: 15 days upon acceptance

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)