

Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 9151904
Procuring Entity DEVELOPMENT ACADEMY OF THE PHILIPPINES
Title 1 Lot Accommodation - Venue, Meals, Rooms (403404)
Area of Delivery Metro Manila

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Solicitation Number:	403404	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	25/10/2022
Approved Budget for the Contract:	PHP 79,900.00	Last Updated / Time	24/10/2022 1:20 PM
Delivery Period:		Closing Date / Time	28/10/2022 10:00 AM
Client Agency:			
Contact Person:	Kevin Barcarse Sambrano Admin Assistant San Miguel Ave., Pasig City Metro Manila Philippines 1600 63-02-6310921 Ext.109 63-- kevinbsambrano@gmail.com		

Description

Venue and Meals Requirements*
Location: Cebu City

Date of event: 2 November 2022 (1 day live-out)
Time: 8:00 AM - 6:00 PM

Function Room: Can accommodate 20-30 pax
Free use of 1 conference room. The need of spacious venue for orientation that will allow social distancing and the possibility to increase the number of participants from the guaranteed pax of 14.

Meals: AM/PM Snacks and Managed Buffet Lunch on 2 November 2022 (1 day)
14 pax Minimum guaranteed pax of 14

Date of event: 4 November 2022 (1 day live-out)
Time: 2:00 PM - 8:00 PM

Function Room: Can accommodate 20-30 pax
Free use of 1 conference room. The need of spacious venue for feedback session that will allow social distancing and the possibility to increase the number of participants from the guaranteed pax of 14.

Meals: PM Snacks and Managed Buffet Dinner on

4 November 2022 (1 day)
14 pax Minimum guaranteed pax of 14

***Inclusions**

- Complimentary use of function room
- Standby Waiter and Technician for the whole duration of the event
- Provision of registration table
- Set-up requirement: 3 pax/table (seminar type)
- Good sound system with 3 wireless microphones
- Provision of Directional Signage
- Free use of one (1) LCD Screen
- Free use of one (1) LCD Projector
- Whiteboard, Flipchart and Markers
- Free Pads, Pencils and Mints
- Plated snacks with one (1) round of drink (iced tea of juice) per pax
- Managed buffet lunch or dinner with free juices
- Free flowing coffee, hot tea, and purified water for the whole duration of the event
- Complimentary parking
- Complimentary Wi-Fi Access
- Waived Energy fee for laptops, android tablets and gadgets brought in by DAP
- Provision of alcohol and do temperature check
- Use of hotel amenities

Room Accommodation on 2-5 Nov. 2022 (3 nights)

Check-in: 2 Nov 2022 / Check-out 5 Nov 2022
1 room
Double occupancy with free breakfast good for two (2) pax per room per day

Check-in: 2 Nov 2022 / Check-out 5 Nov 2022
1 room Single occupancy with free breakfast per day

Transportation Services:

- 1 van
- 2 days From Airport to Hotel (vice versa - 2 days service on 2 and 5 November 2022)
- 1 car that fits the DAP team with their luggages and training equipment and kits

Note: To request that cancellation or rebooking will be allowed in the light of alert declaration.

Created by Kevin Barcarse Sambrano

Date Created 24/10/2022

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