

2. Duration: 8 nights

- Check-in: September 1, 2021
- Check-out: September 9, 2021

C. Function / Workshop Requirements

Date of Function: September 2-8, 2021 (7 days)

1. Number of Participants: 35 pax

2. Meals

- Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
- Plated Lunch with 1 round of drinks (iced tea or soft drinks)
- Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
- Free flowing Coffee
- Water Dispenser

3. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component;

4. Registration should be near the entrance of the function venue.

5. Entrance should have sanitization floor mat, alcohol dispenser, thermal scanner and health declaration form.

6. Secretariat table should be inside the venue for easier facilitation and contact with speakers.

7. One table near the stage area shall be reserved for the speaker. It should be near the table for the laptop computer / Classroom set-up.

8. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.

9. Must have available stage, podium, laptop, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access.

10. Welcome tarpaulin 4sq. ft. x 6 sq. ft. and backdrop tarpaulin 12 sq. ft. x 6 sq. ft.

D. Outside Meals

1. September 1, 2021 (Wednesday)

Breakfast, Lunch and Dinner

Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

2. September 2-8, 2021 (Thursday to Wednesday)

Dinner

Guests: 4 pax (2 DOT Facilitator, 1 DOT Speaker and 1 MTO)

3. September 9, 2021 (Thursday)

Lunch

Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

E. Other Expenses

1. RTPCR Testing (1 DOT Facilitator and 1 DOT Speaker)

2. Communication Allowance (1 DOT Facilitator)

3. Cargo Fee of Training Materials
4. Token for BLS Speaker and Local History Speaker

V. BUDGET

Budget for the conduct of the event is **Two Hundred Seventy-Nine Thousand One Hundred Pesos (Php 279,100.00)** inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VI. CONTACT PERSON

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