

**TECHNICAL SPECIFICATIONS  
LEASE OF VENUE**

Bidders must state either “Comply or Not Comply or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each specification.

No.	Specification	Statement of Compliance
I	Date of Event: September 27-29 , 2023 (INDUCTION BATCH 6)	
II	Location and Site Condition: Within <b>Metro Manila, should not be in the “Red Light District”</b> .	
III	Neighborhood Data <ol style="list-style-type: none"> <li>1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority</li> <li>2. Proximity to police and fire stations &amp; hospital</li> <li>3. Strategic location to commercial establishments, ATM banks and telecommunications service provider</li> </ol>	
IV	Venue <ol style="list-style-type: none"> <li>1. Structural Condition: In good condition and properly maintained.</li> <li>2. Functionality of Function Room: with air-conditioned function room/boardroom and conference set-up that can accommodate 80pax for One (1) conference room and must have no pillars or other obstructions. For use of function hall 6:30 am - 6:30 pm; but open until 9:00pm</li> <li>3. Light Ventilation and Air-Conditioning: Proper Light Ventilation and Air-conditioning units</li> <li>4. Space requirements:               <ul style="list-style-type: none"> <li>- Tables for the 1-unit LCD Projector with Wide Screen;</li> <li>- Long table/Registration desk, telephone and extra tables for the secretariat with chairs.</li> <li>- On-call operator for PA systems &amp; on-call waiter</li> <li>- Free usage of air-conditioned function room, strong internet connection, podium &amp; audio-visual equipment such as 1-unit LCD projector and with one (1) wide screen and sound system, extension cords with at least 4 microphones. Free flowing coffee, tea and candies and 1 pc. - Backdrop (6’ x 8”) and 1 pc. – Streamer (3x4”).</li> <li>- Philippine Flag</li> </ul> </li> <li>5. Facilities: Must be gender-sensitive. Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service. <b>Free parking space.</b> <ul style="list-style-type: none"> <li>- Variety of amenities (free use) such as spa, pool, and stand-by generator set for guaranteed power supply during the entire stay.</li> <li>- Continuous water supply and accessible comfort room</li> <li>- Accessible emergency exit and alarm</li> <li>- Standby fire extinguisher and automatic sprinkler</li> <li>- Must provide an internet in the rooms, hotel and function room and service and bottled water inside the rooms</li> </ul> </li> </ol>	

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	<ul style="list-style-type: none"> <li>- Free electrical charge for the use of own equipment &amp; free use of extension cord.</li> <li>- With Notepads and pencils</li> </ul> <p>6. Other requirements:</p> <ul style="list-style-type: none"> <li>- All equipment and facilities properly maintained</li> <li>- Adequate security service (24/7)</li> <li>- Free use of telephone for local calls in function room</li> <li>- Free use of extension cords/wires</li> <li>- On call medical personnel in case of emergency</li> <li>- Hotel must accept a Send Bill Policy in the payment of services</li> <li>- Hotel must be able to adjust to the abrupt change in the number of hotel room and conference room needed for the event</li> <li>- Free Flowing coffee, Tea and candies</li> </ul> <p>7. Catering Services –</p> <p>8. Must provide buffet service with variety of foods to choose from; must be flexible to the dietary requirements and restriction of the guests, must have pork-free alternative meals to cater the Muslim guests</p> <ul style="list-style-type: none"> <li>- Provision of Meals must be as follows:</li> </ul> <table border="1" data-bbox="343 981 1275 1211"> <tr> <td data-bbox="343 981 1275 1048">September 27, 2023 - PM Snack and Buffet Dinner</td> </tr> <tr> <td data-bbox="343 1048 1275 1144">September 28, 2023 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner</td> </tr> <tr> <td data-bbox="343 1144 1275 1211">September 29, 2023 - Buffet Breakfast, AM Snack and Buffet Lunch</td> </tr> </table>	September 27, 2023 - PM Snack and Buffet Dinner	September 28, 2023 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner	September 29, 2023 - Buffet Breakfast, AM Snack and Buffet Lunch	
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	Client's Satisfactory Rating – Very satisfactory (90% up)				

I hereby certify to comply and deliver all the above requirements.

COMPANY NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

REPRESENTATIVE SIGNATURE : \_\_\_\_\_

COMPLETE NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_