

**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: October 25-27 , 2023 (INDUCTION BATCH 8)  |                         |
| II  | Location and Site Condition:<br>Within <b>Iloilo City, 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:<br/>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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">October 25, 2023 - PM Snack and Buffet Dinner</td> </tr> <tr> <td style="padding: 2px;">October 26, 2023 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner</td> </tr> <tr> <td style="padding: 2px;">October 27, 2023 - Buffet Breakfast, AM Snack and Buffet Lunch</td> </tr> </table> | October 25, 2023 - PM Snack and Buffet Dinner | October 26, 2023 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner | October 27, 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 : \_\_\_\_\_