



Invitation to Bid

Training Facility for US Peace Corps

US Peace Corps is a U.S. Government organization that supports over 7,800 Volunteers in more than 70 countries worldwide. In the Philippines, Volunteers provide services in the fields of Education, Youth Development and the Environment.

As such, the US Peace Corps is posting this bid requests to locate a suitable venue for the upcoming training event in August 2010.

Training Event	Target Date	Estimated no. of pax
Initial Orientation Week	August 22- 27	210

Facility Basic Requirements:

- Venue should be located within the Province of Cavite, Rizal and Laguna.
- Provision of lodging accommodation for all participants composed of Filipinos and Americans.
- Provision of three (3) full meals inclusive of two (2) snacks (morning and afternoon) from August 23 - 26. Meals start with Midnight snack on August 22 and ends with breakfast on August 27.
- Lodging arrangements should be good for 2-3 occupants per room and with enough closet space.
- Availability of a Plenary Hall or a large Function area that can seat at least 210 people at one time, equipped with audio and video systems.
- Availability of three (3) smaller function rooms that can accommodate about 40-50 people at one time
- Availability of a secretariat room, which will serve as office and meeting space for about 70 staff and facilitators.
- Availability of a medical consultation room with refrigerator.
- Preferably, all rooms should be air-conditioned or at least well-ventilated and with adequate bathroom facilities.
- Availability of various amenities for recreation and outdoor activities.
- Availability of an internet connection, photocopying and fax services.
- Accessibility by public transportation.
- Proximity to a hospital, a pharmacy and a mall is an advantage.

Contract Specifications can be obtained by sending an email request to Ms. Shiela San Jose thru: ssanjose@ph.peacecorps.gov .

Written bids must be received by by US Peace Corps by **5:00pm on April 30, 2010** via the following:

Email: ssanjose@ph.peacecorps.gov

Mail: Shiela San Jose
General Services Coordinator
US Peace Corps Philippines, P.O. Box 7013 Airmail Distribution Center, NAIA 1300, Pasay City

Fax: (02) 833-6425