



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 request for a venue that could accommodate the following events.

Training Event	Target Date	Estimated no. of pax
Supervisors' Conference	August 7 - 11, 2011	143
Counterparts' Conference	September 10 -17, 2011	175

Facility Basic Requirements:

- Venue should be located within the Luzon province within 1-3 hrs drive from Manila; accessible to public transportation
- A Lodging facility to house the total number of participants (composed of Filipinos and Americans), at the given dates as indicated in the table above.
- A secretariat room that can serve as an office and small meeting space for 30 staff and facilitators.
- One (1) large function room that can serve as plenary hall and accommodate about 180 people at one time.
- Two (2) breakout rooms that can accommodate a maximum of 90 people at one time.
- Can provide three full meals plus two (2) snacks (morning and afternoon)
- 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 internet connection/Wifi, photocopying and fax services.
- Accessibility by public transportation.
- Proximity to a hospital, a pharmacy and a mall is an advantage.

Interested parties are required to complete the official RFQ (Request for Quotation) form to submit bids. This form may be obtained by sending a request to Ms. Shiela San Jose thru email: ssanjose@ph.peacecorps.gov

Written quotes must be received by US Peace Corps on or before the following deadlines:

Supervisors Conference	-	July 14, 2011
Counterparts Conference	-	July 21, 2011