

U.S. PEACE CORPS



MANILA, PHILIPPINES

REQUEST FOR QUOTATION

Training Facilities for various US Peace Corps Events

Senator John F. Kennedy established the Peace Corps in 1961 to promote peace and friendship. He called on the American youth to give back to their country by living and working in developing countries.

Peace Corps Philippines is the organization's second oldest program. In October 1961, 130 Volunteers started assignments as teachers of English language, mathematics, and science. Since then, more than 8,000 Volunteers have served in the Philippines.

As such, the US Peace Corps is posting this bid request for a venue that could accommodate the following event.

2012 VENUE BASIC REQUIREMENTS			
Event	GRP 270 IST and PDM Workshop/Training		
Arrival	March 4, 2012		
Departure	March 10, 2012		
NO. OF PAX			
Qty	Type		
53	American Volunteers		
53	Filipino Counterparts		
4	Resource American PCV		
8	Resource Filipino Counterparts		
17	PC Staff		
	note: not all staff will have lodging		
135	TOTAL PAX		
ROOMS REQUIREMENT			
Date	4-Mar	5-Mar	Mar 6-9
Type			Qty
Single	0	4	3
double	2	9	16
Triple	0	18	33
Total	2	31	52

Other Room Requirements	<p>Each participant should have their individual beds, no sharing of beds (except for married couples). Each room should have its own CR and bathroom. Closet space is required. Actual number of rooms will depend on gender breakdown of participants and outside resource if any. Preferred to have Wi-Fi access in each room.</p> <p>Note: Number of room is based on estimates. It could either go down or up.</p>	
MEALS		
1st Meal	Breakfast - March 5, 2012	
Last Meal	Breakfast - March 10, 2012	
Meal Set up	Buffet for all meals (b/l/d) and AM/PM snacks. Number will depend on pax per day.	
Other Meal Requirements	vegetarian meals for specific participants	
FUNCTION ROOMS		
Qty	Capacity	Purpose
2	60-75	breakout rooms
1	135-145	plenary
1	5-10	secretariat
4	TOTAL FUNCTION ROOMS	
Other Room Requirements	All function rooms should be adjacent to each other, have Wi-Fi access, projector screen or white wall to project onto, white board, free-flowing coffee and water	
Other Venue Requirements/Location	Preferably near PC Office (1-6 hrs travel time); accessible to public transportation; availability of recreational facilities within the venue; wifi; with business center	

Interested parties are required to complete the **official RFQ (Request for Quotation)** form in submission of bids. This may be obtained by sending a request to Ms. Rose Gatinao thru email: rgatinao@ph.peacecorps.gov or rcgatinao2002@yahoo.com

Written quotes must be received by US Peace Corps on or before **January 8, 2012.**