

U.S. PEACE CORPS



MANILA, PHILIPPINES

REQUEST FOR QUOTATION

Training Facility Requirement

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' mission has three goals:

- Helping the people of interested countries in meeting their need for trained men and women
- Helping promote a better understanding of Americans on the part of the peoples served.
- Helping promote a better understanding of other peoples on the part of Americans

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, we are posting this bid request for a venue for Initial Orientation of our incoming Volunteers. We are in search of venues that could accommodate the following requirements

2012 VENUE BASIC REQUIREMENTS	
Event	Initial Orientation and Center Based Training
Arrival*	7-Jul
Departure*	22-Jul
	<i>*Dates are subject to extension based on mutual agreement and availability</i>
NO. OF PARTICIPANTS	
Qty	Type
72	PCTs
25	PC Staff
26	PST Staff
15	Resource PCVs
138	ESTIMATED TOTAL PARTICIPANTS
ROOMS	
Qty	Type
3	Single
66	Twin
1	Triple
70	ESTIMATED TOTAL ROOMS

Other Room Requirements	<p><i>Each participant should have their individual beds, no sharing of beds (except for married couples, who will need queen beds).</i></p> <p><i>Each room should have its own toilet and bath. Closet space is required. 1 to 2 Single rooms will be used Medical Examinations (1 Male/1 Female) purposes</i></p> <p>Note: <u>Number of rooms and participants are all based on estimates. Numbers can increase and decrease dependent on the final participants and event schedule.</u></p>	
MEALS		
1st Meal	8 - Jul - Dinner	
Last Meal	22- Jul Breakfast	
Meal Set up	Managed buffet Menu for all meals (breakfast, lunch and dinner) plus AM/PM snacks.	
Other Meal Requirements	vegetarian meals for specific participants	
FUNCTION ROOMS		
Qty	Capacity	Purpose
1	120-130 pax	Plenary (also for Technical and Language use)
6	15-20 pax	Break out rooms (Alternately for Technical and Language)
1	15-20	Secretariat room (preferably adjacent to the Plenary area)
8	TOTAL FUNCTION ROOMS	
Other Room Requirements	<p><i>All function rooms should have Wi-Fi access at least with a 2mbps bandwidth speed; a projector screen or white wall to project onto; white board; free-flowing coffee and water.</i></p>	
Other Venue Requirements	<p><i>Location should be within Luzon, preferably 2 hours but no more than 4 hours away from Manila.</i></p> <p><i>Should be near Project Sector resources:</i></p> <p><i>EDUCATION - public elementary and high school;</i></p> <p><i>CYF - DSWD centers and NGOs;</i></p> <p><i>CRM - LGU that has the same CRM project</i></p> <p><i>Accessibility to a Beach with a maximum of 2 hours away from the venue (Water & Safety session)</i></p> <p><i>Accessible to public transportation</i></p> <p><i>Availability of recreational facilities within the venue such as basketball court, gym, swimming pool, etc. is an advantage</i></p> <p><i>Internet Wi-fi access to common areas and guest rooms are also advantageous;</i></p> <p><i>Preferably venue would have a business center within or near the facility;</i></p>	

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

Written quotes must be received by US Peace Corps on or before **May 24, 2012**.