



Regional Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission – Lucena Regional Office
2/F Lucena Grand Central Terminal, Ilayang Dupay, Lucena City
Tel. No.: (042) 373-7316
Fax: (042) 373-7305



“ANNEX A”


REYNALDO V. CRISTOBAL
Chairperson


BENIGNA E. MENDOZA
Vice-Chairperson


JOANNE I. BARLAN
Member


ARNEL R. GAGLAC
Provisional Member

(OB-SC DASMA)
RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

LEA N. FRANCIA
Secretary

CHRISTOPHER M. TORRES
Member

WILBERT CONRAD M. VILLA
Member

TERMS OF REFERENCE (TOR)

RATIONALE

The activity is scheduled on June 30, 2018 and will be conducted outside the PRC Lucena Office. To maximize attainment of the objectives of the events, an external service provider will be contracted with the following terms and conditions;

I. GENERAL REQUIREMENTS:

1. Event date: June 30, 2018 (8:00 am – 6:00 pm)
2. Guaranteed number of persons: 35 pax
3. Complimentary use of function room and other facilities and amenities
4. Round table set up or classroom set-up
5. Complimentary and unlimited use of internet access in function room and in all wifi hot spots
6. At least ten (10) free parking spaces for the participants
7. Complimentary welcome streamer/banner

II. SPECIFIC REQUIREMENTS

1. VENUE

The service provider shall provide the free use of function room on the duration of the seminar that can accommodate 35 pax which shall be well-lighted and ventilated. Likewise the following items shall also be complimentary/free of charge:

- i. PA sound system with at least two (2) microphones
- ii. Whiteboard with marker and eraser
- iii. Rostrum

2. FOOD

The service provider shall provide the following meal requirements for a minimum of 35 pax:

- i. Day 1: Buffet Breakfast, Buffet Lunch, Buffet Dinner
- ii. Free flowing coffee/tea/water during seminar

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY