



National Power Corporation

REQUEST FOR QUOTATION (NP- LEASE OF REAL PROPERTY AND VENUE - 53.10)

08 APRIL 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-TDD22-008 / Ref. No. LRPV220412 - NA MD94 and submit the same through email or in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor Diliman, Quezon City on or before **09:30 A.M.** of **12 APRIL 2022**.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

- Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A"). In case the Mayor's Permit in the said Annex "A" is expired, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal.

For Red or Blue Members:

- PhilGEPS Registration Number ;

2. Valid Mayor's / Business Permit

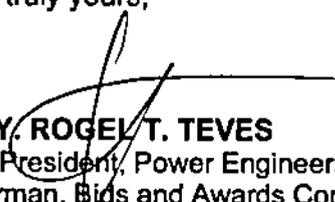
3. Latest Income / Business Tax Returns stamped "received" by BIR

The Warranty Period shall be: n/a

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, **Ms. Nathalie Claire R. Abarquez** at telephone no/s. 8921-3541/ local no. 5611 / Fax No. 8922-1622 with e-mail address at nrabarquez.npc@gmail.com.

Very truly yours,


ATTY. ROGEL T. TEVES

Vice President, Power Engineering Services and
Chairman, Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80 • Fax No. (632) 921-2468
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TERMS OF REFERENCE
NEGOTIATED PROCUREMENT
(LEASE OF REAL PROPERTY OR VENUE – 53.10)

PROJECT DESCRIPTION: LEASE OF VENUE (WITH FOOD AND ACCOMMODATION) FOR 2022 LEADERSHIP AND MANAGEMENT PROGRAM (LAMP) UNDER PR NO. HO-TDD22-008/ REF. NO. LPD/220412-NA/D0094

1. SCOPE OF SERVICES

Services shall cover lodging/accommodation; conference/training room/hall including meals and snacks as indicated in this terms of reference.

ITEM NO.	DESCRIPTION	QTY	ABC(PHP)
1 & 2	2022 LEADERSHIP AND MANAGEMENT PROGRAM (LAMP) (LEASE OF VENUE WITH FOOD AND ACCOMMODATION)	1 LOT	2,424,014.00
	Approved Budget for the Contract (ABC)		2,424,014.00

Note/s:

NPC will be using *(Table of Rating Factors for Lease of Real Property)* as basis for technical evaluation. Bidders should receive a Factor Value of **at least 90%**.

LOCATION OF PROGRAM VENUE: Within the Vicinity of ANTIPOLO CITY

These are the following must be complied by the provider:

I. ROOMS

All bedrooms must be fully air-conditioned with toilet/bowl, hot shower and room service that can accommodate at **One Hundred Sixty-two (162) persons** for the duration of the contract. The maximum number of persons allowed in each room shall be in accordance with the COVID19 Protocols. Room requirements are as follows:

a.) Suite:

One (1) Suite Room with sofa

b.)VIP Room (Single De Luxe):

Ten (10) single bedrooms

c.) Triple/Quad Sharing:

Triple/Quad (single bed for each participant) that can accommodate at least **one hundred fifty-one (151) persons**.

d.) Room for Advance Party:

With single beds that can accommodate at least **nine (9) persons** i.e. **four (4) male and five (5) female**, to arrive on **April 19, 2022 (Tuesday) at 3:00pm**. Cost for food and accommodation shall be incorporated in the contract cost.

e.) Conference Room:

Fully air-conditioned conference/training room that can comfortably accommodate at least **162 persons** during pre/post and conference proper, furnished with tables & chairs,

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podium, electrical outlets/extension wires, sound system, video conferencing system, white boards, Wi-fi/internet access and LCD/Projector Screen and a Printer. Must be made available on the following dates and time:

- April 20, 2022 at 1:00pm – 7:00pm
- April 21, 2022 at 7:00am – 7:00pm
- April 22, 2022 at 7:00am – 12:00nn (checkout)

f.) Function Room:

Fully air-conditioned or open-air room for program presentation and fellowship/social nights, that can comfortably accommodate at least **162 persons**, furnished with tables & chairs, electrical outlets/extension wires, sound system, Wi-fi/internet access and LCD/Projector Screen with videoke. Must be made available on the following dates and time:

- April 20, 2022 at 7:00pm – 12:00mn
- April 21, 2022 at 7:00pm – 12:00mn

g.) Breakout Room/s:

Fully air-conditioned conference/training/function room that can comfortably accommodate 50 persons during pre/post and conference proper, furnished with tables & chairs, Wi-fi/internet access. Must be available on the following dates and time:

- April 20, 2022 at 1:00pm - 12:00mn (50 pax)
- April 21, 2022 at 7:00am – 12:00mn (50 pax)

h.) Luggage Room:

In case program/conference is extended beyond checkout time, a secured room for participant’s luggage must be provided.

II. Other Hotel Facilities and Amenities:

Free access to Wi-Fi, Fitness Center, Swimming Pool and other hotel facilities as may be allowed.

III. Parking Space

All NPC vehicles and personal vehicles brought by participants to the venue/location for the duration of the event must be free of charge.

IV. FOOD

a) Cost for food/meals and snacks of participants and the advance party shall be incorporated in the contract cost. Served or made available in **BUFFET NOT PLATED** (except for advance party and Muslim guests) on the dates tabulated as follows:

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER	FELLOWSHIP NIGHT
April 19, 2022 (9 pax)	NO	NO	NO	YES	YES	NO
April 20, 2022 (149 pax)	NO	NO	YES	YES	YES	YES
April 21, 2022 (149 pax)	YES	YES	YES	YES	YES	YES
April 22, 2022 (149 pax)	YES	YES	YES	NO	NO	NO

b) Muslim guests:

Thirteen (13) Muslim participants shall be served with **plated food**, free from pork meat or pork derivatives/oil. In the Observance of the 2022 RAMADAN, food shall be served as follows:

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
April 20, 2022 (13 pax)	NO	NO	NO	NO	6:00PM
April 21, 2022 (13 pax)	3:00AM	NO	NO	NO	6:00PM
April 22, 2022 (13 pax)	3:00AM	NO	NO		

c) Food preference:

b.1. Lunch and Dinner consisting of:

- Hot Soup
- Two (2) main courses
- Freshly cooked vegetable or vegetable salad
- Rice
- Dessert
- Drink

b.2. Snacks

- sandwich or pasta or local delicacy and drink

b.3. Coffee/Tea and Potable/Drinking Water

- Free flowing upon arrival until departure, during the program in the conference room; potable/drinking water on fellowship/social nights.

b.4. Social/Fellowship Night

Free use of function/conference room or hotel provided space with tables and chairs that can accommodate/sit at least **one hundred sixty (162)** persons, including waiter services.

SPECIFICATION /REQUIREMENTS:

ITEM	RATING FACTORS	NPC REQUIREMENT	WEIGHT (%)
I.	Availability	Three (3) days DURATION: April 20 to 22, 2022	100%
Subtotal I			100%
II.	Location and Site Condition		
	1. Accessibility	accessible by any means of transportation	50
	2. Parking space	Available and sufficient free parking space for NPC Vehicles	50
Subtotal II			100
III	Neighborhood Data		
	1. Sanitation and health condition	Proximity	25
	2. Police and fire station	Proximity	25
	3. Restaurant	Proximity	25

ITEM	RATING FACTORS	NPC REQUIREMENT	WEIGHT (%)
	4. Banking and Postal	Proximity	25
Subtotal III			100
IV	Venue		
	1. Structural Condition		20
	2. Functionality		
	a. Conference Rooms	Provision of the following: (1) Conference/Training/Function rooms - Fully air-conditioned conference/training room that can comfortably accommodate at least 162 persons during pre/post and conference proper, furnished with tables & chairs, podium, electrical outlets/extension wires, sound system, video conferencing system, white boards, Wi-fi/internet access and LCD/Projector Screen and a Printer. (2) Function Room - Fully air-conditioned or open-air room for program presentation and fellowship/social nights, that can comfortably accommodate at least 162 persons , furnished with tables & chairs, electrical outlets/extension wires, sound system, Wi-fi/internet access and LCD/Projector Screen with videoke (3) Breakout Room/s - Fully air-conditioned conference/training/function room that can comfortably accommodate 50 persons during pre/post and conference proper, furnished with tables & chairs, Wi-fi/internet access	10
	b. Room arrangement	Provision of the following a.) Suite - One (1) Suite Room with sofa b.) VIP Room (Single De Luxe) - Ten (10) single bedrooms c.) Triple/Quad Sharing - Triple/Quad (single bed for each participant) that can accommodate at least one hundred fifty-one (151) persons . d.) Room for Advance Party - With single beds that can accommodate at least nine (9) persons i.e. four (4) male and five (5) female , to arrive on April 19, 2022 (Tuesday) at 3:00pm . Cost for food and accommodation shall be incorporated in the contract cost.	5
	c. Light, Ventilation and Air Conditioning	available standard provisions for light, ventilation and air-conditioning	5
	d. Space requirements	Can accommodate at least one hundred sixty-two (162) persons	5

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ITEM	RATING FACTORS	NPC REQUIREMENT	WEIGHT (%)
	3. Facilities		
	a. Water supply and toilet	available and standard provisions/connection for water and toilet	4
	b. Lighting system	standard provision of light and power supply	5
	c. Elevator	Not applicable	4
	d. Fire escape	Available fire escape	4
	e. Firefighting equipment	With Firefighting equipment	4
	f. Internet and Telecommunications	With Wifi/ Internet and telecommunications	4
	g. Audio Visual Equipment	With Audio Visual Equipment, sound system, video conferencing system, white boards, LCD Projector Screen and printers	5
	4. Other requirements		
	a. Maintenance	With Maintenance Crew	5
	b. Attractiveness		5
	c. Security	With Security	5
	5. Catering Services	Provision of Food. Cost of food/meals and snacks of participants and advance party shall be incorporated in the contract cost.	5
	6. Client's Satisfactory Rating		5
Subtotal IV			100
SUMMARY			
I	Availability		20
II	Location and Site Condition		20
III	Neighborhood Data		50
IV	Venue		10
FACTOR VALUE			100

2. CONTRACT COST

Approved Budget for Contract (ABC) is **PHP 2,424,014.00** (Two Million Four Hundred Twenty-Four Thousand Fourteen Pesos).

3. CONTRACT DURATION

2022 Leadership and Management Program (LAMP) is on **April 20 to 22, 2022**.

4. BID SUBMISSION

Supplier shall submit their sealed quotations through their authorized representative or in the manner of submission as prescribed in the RFQ.

5. LATE BIDS

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

6. BID PRICES

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive.

7. BID PRICE VALIDITY

Price Validity shall be not less than One Hundred Twenty (120) calendar days from date of bid submission.

8. ELIGIBILITY CRITERIA

- a. Bids shall be checked using the PASS/FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Single/Lowest Calculated Bid (S/LCB)

9. DETAILED EVALUATION AND COMPARISON OF BIDS

The bid shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

The TWG will use the following criteria for evaluation:

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
I.	Availability	Available on April 20-22, 2022	100	100	
		Not Available on April 20-22, 2022	0		
Subtotal I				100	
II	Location and Site Condition				
	1. Accessibility	accessible by any means of transportation	50	50	
	2. Parking space	Can accommodate NPC Vehicles	50	50	
		Cannot accommodate NPC Vehicles	10		
Subtotal II				100	
III	Neighborhood Data				
	1. Sanitation and health condition	Near Hospital(s), clinics, drugstores	25	25	
		Presence of any of three (3) conditions: near factories, trash dump site or creek	15		
		Presence of 2 or more of cited conditions	5		
	2. Police and fire station	Within 2 km	25	25	
		Within 4 km	15		
		Within 6 km	5		
	3. Restaurant	Within 50 m.	25	25	
		Beyond 50 m.	10		
	4. Banking and postal	Within 2 km	25	25	
		Within 3 km	15		
		Within 4 km	5		
Subtotal III				100	
IV	Venue				
	1. Structural Condition	concrete and steel materials	20	20	
		Concrete & light materials	5		
	2. Functionality				
		a. Conference Rooms	Provision of the following:		
				10	

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NEGOTIATED PROCUREMENT
 (LEASE OF REAL PROPERTY OR VENUE - 53.10)
 LEASE OF VENUE (WITH FOOD AND ACCOMMODATION) FOR 2022 LEADERSHIP AND MANAGEMENT PROGRAM
 (LAMP) UNDER PR NO. HO-TDD22-008

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)	WEIGHT (%)	RATING
		<p>(1) Conference/Training/Function rooms - Fully air-conditioned conference/training room that can comfortably accommodate at least 162 persons during pre/post and conference proper, furnished with tables & chairs, podium, electrical outlets/extension wires, sound system, video conferencing system, white boards, Wi-fi/internet access and LCD/Projector Screen and a Printer.</p> <p>(2) Function Room - Fully air-conditioned or open-air room for program presentation and fellowship/social nights, that can comfortably accommodate at least 162 persons, furnished with tables & chairs, electrical outlets/extension wires, sound system, Wi-fi/internet access and LCD/Projector Screen with videoke</p> <p>(3) Breakout Room/s - Fully air-conditioned conference/training/function room that can comfortably accommodate 50 persons during pre/post and conference proper, furnished with tables & chairs, Wi-fi/internet access</p> <p>(4) Conference Room and Function Room that can accommodate less than One Hundred Sixty-Two (162) Persons and Break out Rooms that can accommodate less than fifty (50) persons</p>	<p>0</p> <p>0</p>	
	<p>b. Room arrangement</p>	<p>Provision of the following</p> <p>a.) Suite - One (1) Suite Room with sofa</p> <p>b.) VIP Room (Single De Luxe) - Ten (10) single bedrooms</p> <p>c.) Triple/Quad Sharing - Triple/Quad (single bed for each participant) that can accommodate at least one hundred fifty one (151) persons.</p>	<p>5</p>	<p>5</p>

NEGOTIATED PROCUREMENT
 (LEASE OF REAL PROPERTY OR VENUE – 53.10)
 LEASE OF VENUE (WITH FOOD AND ACCOMMODATION) FOR 2022 LEADERSHIP AND MANAGEMENT PROGRAM
 (LAMP) UNDER PR NO. HO-TDD22-008

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)		WEIGHT (%)	RATING
		Room for Advance Party - With single beds that can accommodate at least nine (9) persons i.e. four (4) male and five (5) female, to arrive on April 19, 2022 (Tuesday) at 3:00pm. Cost for food and accommodation shall be incorporated in the contract cost.			
		Cannot accommodate at least One Hundred Sixty-Two (162) persons	0		
	c. Light & Ventilation	With sufficient accommodation, electric lights and outlets	6	6	
		poor ventilation/lighting	3		
	d. Space requirements	meet minimum requirement	5	5	
		below minimum requirements	0		
	3. Facilities				
	a. Water supply and toilet	available and standard provisions/connection for water and toilet	4	4	
		without water supply and CR	0		
	b. Lighting system and power	standard provision of light and power supply	5	5	
		non-standard provision of light and power supply	0		
	c. Elevators	Not applicable	4		
	d. Fire escape	With fire escape	4	4	
		Without fire escape	0		
	e. Firefighting equipment	With Firefighting equipment	4	4	
		Without Firefighting equipment	0		
	f. Internet and Telecommunications	With Wifi/ Internet and telecommunications	4	4	
		Without Wifi/ Internet and telecommunications	0		
	g. Audio visual equipment	With Audio Visual Equipment, sound system, video conferencing system, white boards, LCD Projector Screen and printers	5	5	
		Without Audio Visual Equipment, sound system, video conferencing system, white boards, LCD Projector Screen and printers	0		
	4. Other requirements				
	a. Maintenance	with repair and maintenance crew	5	5	
		without repair and maintenance crew	0		
	b. Attractiveness	Clean and painted	5	5	
		Not painted	0		
	c. Security	With Security	5	5	
		Without security	0		
	5. Catering Services	Provision of Food. Cost for	5		

ITEM	RATING FACTORS	NPC REQUIREMENT (Add scores on right)	WEIGHT (%)	RATING
		food/meals and snacks of participants and the advance party shall be incorporated in the contract cost Without Food; cannot comply with the cost of food/meals and snacks of participants and advance party shall be incorporated in the contract cost.	0	
	6. Client's Satisfactory Rating		5	
Subtotal IV			100	
SUMMARY				
I	Availability		50	
II	Location and Site Condition		10	
III	Neighborhood Data		5	
IV	Venue		35	
		FACTOR VALUE	100	

10. POST QUALIFICATION

Submitted and other documents of the S/LCB shall be subjected to post qualification evaluation.

The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Bid (S/LCRB).

11. TOTAL CONTRACT PRICE

The Total Contract Price shall be inclusive of all taxes and other related expenses/charges.

12. NOTICE TO LESSEE

- a. Lessee shall pick-up the Contract/Notice to Proceed (NTP) from NPC within five (5) calendar days from receipt of the Notice of Award.
- b. Failure to secure the contract/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

13. CONTRACT EFFECTIVITY

- a. The contract shall take effect immediately upon receipt of the Contract/NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

The Lessee shall make available the leased premises within seven (7) calendar days upon receipt of NTP.

14. TERMS OF PAYMENT

50% down payment upon check-in and the 50% balance shall be within thirty (30) working days after submission of complete supporting documents.

15. LIABILITY OF THE SUPPLIER

If after signing and accepting the Contract, the Supplier fails to make available the leased premises, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

16. DISCLOSURE OF RELATIONS

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

17. ADMINISTRATIVE SANCTIONS

Bidder shall likewise be imposed the rules as stated in Section 69 of RA 9184 (Imposition of administrative penalties) should there be infractions committed.

18. RESERVATION CLAUSE

NPC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

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**SUPPLIER'S BID QUOTATION
 NEGOTIATED PROCUREMENT
 (LEASE OF REAL PROPERTY OR VENUE – 53.10)**

To: The BAC Chairman

I have read and examined the Terms of Reference for the Purchase Requisition (PR) No. HO-TDD22-008. I agree with the conditions of the TOR and offer the following with the specific description:

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
1 & 2	2022 LEADERSHIP AND MANAGEMENT PROGRAM (LAMP) (LEASE OF VENUE WITH FOOD AND ACCOMMODATION)	1 LOT		

Name and Signature of Authorized Representative
 Date _____
 Company Name _____
 Contact Details _____
 E-mail address _____

Note: The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.

**TERMS OF REFERENCE
LEASE OF VENUE
(with food and accommodation)
2022 LEADERSHIP AND MANAGEMENT PROGRAM (LAMP)**

1. SCOPE OF SERVICE

Services shall cover the provisions for conference/training venue with food and accommodation, as detailed below:

- 2. CONTRACT DURATION** : April 20-22, 2022
- 3. CONTRACT COST** : P2,424,014.00
- 4. LOCATION** : Antipolo City and vicinities
- 5. ROOMS:**

All bedrooms must be fully air-conditioned with toilet/bowl, hot shower and room service that can accommodate at **One Hundred Sixty-two (162) persons** for the duration of the contract. The maximum number of persons allowed in each room shall be in accordance with the COVID19 Protocols. Room requirements are as follows:

a.) Suite :

One (1) Suite Room with sofa

b.) VIP Room (Single De Luxe) :

Ten (10) single bedrooms

c.) Triple/Quad Sharing:

Triple/Quad (single bed for each participant) that can accommodate at least **one hundred fifty one (151) persons**.

d.) Room for Advance Party:

With single beds that can accommodate at least **nine (9) persons** i.e. **four (4) male and five (5) female**, to arrive on **April 19, 2022 (Tuesday) at 3:00pm**. Cost for food and accommodation shall be incorporated in the contract cost..

e.) Conference Room:

Fully air-conditioned conference/training room that can comfortably accommodate at least **162 persons** during pre/post and conference proper, furnished with tables & chairs, podium, electrical outlets/extension wires, sound system, video conferencing system, white boards, Wi-fi/internet access and LCD/Projector Screen and a Printer. Must be made available on the following dates and time:

April 20, 2022 at 1:00pm – 7:00pm

April 21, 2022 at 7:00am – 7:00pm

April 22, 2022 at 7:00am – 12:00nn (checkout)

f.) Function Room:

Fully air-conditioned or open-air room for program presentation and fellowship/social nights, that can comfortably accommodate at least **162 persons**, furnished with tables & chairs, electrical outlets/extension wires, sound system, Wi-fi/internet access and LCD/Projector Screen with videoke. Must be made available on the following dates and time:

April 20, 2022 at 7:00pm – 12:00mn

April 21, 2022 at 7:00pm – 12:00mn

g.) Breakout Room/s:

Fully air-conditioned conference/training/function room that can comfortably accommodate 50 persons during pre/post and conference proper, furnished with tables & chairs, Wi-fi/internet access. Must be available on the following dates and time:

April 20, 2022 at 1:00pm - 12:00mn (50 pax)

April 21, 2022 at 7:00am – 12:00mn (50 pax)

h.) Luggage Room:

In case program/conference is extended beyond checkout time, a secured room for participant's luggage must be provided.

6. OTHER HOTEL FACILITIES AND AMENITIES:

Free access to Wi-fi, Fitness Center, Swimming Pool and other hotel facilities as may be allowed.

7. PARKING SPACE:

All NPC vehicles and personal vehicles brought by participants to the venue/location for the duration of the event must be free of charge.

8. FOOD:

a) **Cost for food/meals and snacks of participants and the advance party shall be incorporated in the contract cost. Served or made available in BUFFET NOT PLATED (except for advance party and Muslim guests) on the dates tabulated as follows:**

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER	FELLOWSHIP NIGHT
April 19, 2022 (9 pax)	NO	NO	NO	YES	YES	NO
April 20, 2022 (148 pax)	NO	NO	YES	YES	YES	YES
April 21, 2022 (148 pax)	YES	YES	YES	YES	YES	YES
April 22, 2022 (148 pax)	YES	YES	YES	NO	NO	NO

b) Muslim guests:

Thirteen (13) Muslim participants shall be served with plated food, free from pork meat or pork derivatives/oil. In the Observance of the 2022 RAMADAN, food shall be served as follows:

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SNACKS	DINNER
April 20, 2022 (13 pax)	NO	NO	NO	NO	6:00PM
April 21, 2022 (13 pax)	3:00AM	NO	NO	NO	6:00PM
April 22, 2022 (13 pax)	3:00AM	NO	NO		

c) Food preference:

b.1. Lunch and Dinner consisting of:

- Hot Soup
- Two (2) main courses
- Freshly cooked vegetable or vegetable salad
- Rice
- Dessert
- Drink

b.2. Snacks

- sandwich or pasta or local delicacy and drink

b.3. Coffee/Tea and Potable/Drinking Water

- Free flowing upon arrival until departure, during the program in the conference room; potable/drinking water on fellowship/social nights.

b.4. Social/Fellowship Night

- Free use of function/conference room or hotel provided space with tables and chairs that can accommodate/sit at least **one hundred sixty(162)** persons, including waiter services.

9. MODE OF PAYMENT:

50% down payment upon check-in and the 50% balance shall be within thirty (30) working days after submission of complete supporting documents.