

MOA Signing by and between the Department of the Interior and Local Government Region 5 and Coalition for Bicol Development (CBD) cum Deployment Briefing for the Third-Party Monitoring for FY 2021 of Local Government Support Fund - Support to the Barangay Development Program (LGSF-SBDP) Projects

SCHEDULE OF REQUIREMENTS

Venue situated within Sorsogon Province, accessible by public transportation with parking space, a concrete enclosed/soundproof hall; can accommodate 35 persons/training participants on August 3-4, 2022.

Functionality:

- Training Hall can accommodate the required number of pax for two days; no viewing obstruction between the lecturers and the participants following health protocols.
- Air-conditioned and well ventilated.

Facilities:

- Comfort Rooms with sufficient water supply and clean basic facilities;
- Properly lit room;
- Functioning fire escapes with proper signage and escape route map; sufficient number of fire-fighting facilities;
- Fast internet speed and strong WIFI connection;
- Complete sound system with at least 5 wireless microphones; 4 microphones with stand; provide multimedia projector; provide extension wires/cord with 3-4 wires;
- Stage with podium for the program
- With available thermal scanner and alcohol/sanitizer
- Standby generator set in case of power interruption; assigned staff for technical assistance
- With space for food and beverage preparation

Catering Services:

MENU

DAY 1	
Date:	August 3, 2022
AM Snacks (35 pax)	<ul style="list-style-type: none"> • Linusak • Tanglad Juice
LUNCH (35 pax)	<ul style="list-style-type: none"> • Steamed Rice • Crab & Corn Soup • Chicken Inasal • Chopsuey • Fruit Salad • Bottled water • Ginataang Susô
PM Snacks (35 pax)	<ul style="list-style-type: none"> • Clubhouse sandwich • Pineapple Juice in can
DINNER (35 pax)	<ul style="list-style-type: none"> • Steamed Rice • Pork Sinigang • Grilled Fish • Mixed Vegetables • Fresh Fruits
DAY 2	
Date:	August 4, 2022
BREAKFAST (35 pax)	<ul style="list-style-type: none"> • Bang/Tap/Long/Toci/Cornsilog • Brewed Coffee • Fried Rice
AM Snacks (35 pax)	<ul style="list-style-type: none"> • Chicken Pasta • Garlic Bread • Softdrinks in bottle

LUNCH (35 pax)	<ul style="list-style-type: none"> • Steamed Rice • Vegetable Soup • Fish Fillet • Baby backribs • Coffee Jelly • Bottled water
PM snacks (35 pax)	<ul style="list-style-type: none"> • Ham & Cheese Sandwich • Four Season Juice in can
DINNER (35 pax)	<ul style="list-style-type: none"> • Steamed Rice • Pork Sinigang • Grilled Fish • Mixed Vegetables • Fresh Fruits

- Manner of Serving: Packed meals
- Time of Serving: Breakfast – 6:30-7:00AM; AM Snacks – 9:30AM; Lunch – 12NN, PM Snacks – 3:00PM, Dinner-6:30PM
- Free flowing water in a dispenser & brewed coffee with creamer and sugar

Accommodation:

DAY	DATE	MALE	FEMALE	TOTAL
Day 1	August 3, 2022	17	18	35

- Rooms with complete amenities:
 - With Free bottled water, coffee, creamer and sugar
 - With heater
 - With free hygiene kit
 - With fast and strong WIFI connection
 - With hot and cold shower

OTHER Requirements:

- Free tarpaulin backdrop (8 ft x 6 ft) and welcome streamer, no comfort room odor
- Presidential table and chairs with skirting
- With spacious parking space
- Security Guard on duty for entire duration of training/conference