

Orientation-workshop on the Use of the Philippine Professional Standards for Teachers (PPST) Resource Package (Food and Accommodation for 222 pax)

Date of Conduct: June 19-22, 2018

SPECIFICATIONS:

A. Training Venue:

1. One table for registration / secretariat;
2. 1 large plenary hall that can accommodate the participants seated around tables during the opening and closing program and can be manually divided into three venues during the breakout sessions;
3. 4 Separate session halls within the building where the plenary session is held;
4. 1 laptop and LCD projector;
5. Good sound system with at least three (3) microphones with standby operator;
6. High speed and strong internet connection that can accommodate the desired participants;
7. Extension cords;
8. Provision of special menu for those with food preferences;
9. Elevator;
10. Movable boards;
11. Stage and podium;
12. Tarpaulin (size 8 x 6) containing the title of the program and DepED logo (design will be emailed)


B. Room Accommodation:

1. The room should only occupy the required number of pax. If the room is good for four people, only four people should be accommodated. However, should the room have enough space to accommodate additional pax, only 1 person shall be allowed in addition to allowable number of occupants;
2. No dormitory type room (no double deck beds);
3. The room must be fully air-conditioned with television and free toiletries everyday.

C. Others:

1. Free flowing coffee, tea, chocolate, and water at the function rooms;
2. Buffet breakfast, lunch, and dinner. Meals for lunch and dinner must be choice of chicken or fish/shrimp, pork or beef, vegetables, and dessert choice choices of seasoned fruits or salad;
3. Meals should have a buffer good for 5 pax;
4. AM and PM snacks to be served on time;
5. Candy, nuts should be served every afternoon session for the participants;
6. In case of emergency the winning bidder will provide a medical assistance/medication (over the counter) to ailing participants.

Prepared by:


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