**TECHNICAL SPECIFICATIONS**

**FOR LEASE OF VENUE**

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| ***Activity Title*** |  |

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| **DATE OF ACTIVITY** | **Estimated Number of Pax** | **Min. Guaranteed**  **(at least 70 % of Estimated Pax)** | **Target Venue**  **IF NEAP MALVAR is not available** | **Accommodation** | **Approved Budget for the Contract** |
|  |  |  |  |  |  |

1. *Type of Activity/ies:* \_\_\_\_\_\_\_\_\_\_
2. *Number of Days:* \_\_\_\_\_\_\_\_\_\_\_\_\_
3. *Desired Venue and/or Function:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. *Type of Accommodation for secretariat/facilitators and guests:*

* **At least \_\_\_\_\_\_\_ Single/Double Sharing rooms**
* **At least \_\_\_\_\_\_\_\_Triple Sharing rooms** for participants.
* No bed mattress on the floor.
* 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom
* Check-in time: \_\_\_\_\_\_\_\_\_
* Check-out time: \_\_\_\_\_\_\_\_\_

| **Function Room:** |
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| * **Can accommodate at least \_\_\_\_\_ pax** in a **\_\_\_\_\_\_ set-up;** |
| * Well-lighted and well-ventilated; |
| * Availability of audio-visual equipment with stand-by assistant: * At least **\_\_\_\_\_ LCD projector and wide screens**, * At least **\_\_\_\_\_ Whiteboard with marker/s and erasers,** * Complete set sound system, at least **\_\_\_\_\_\_\_ extension cords** for laptops, * **\_\_\_\_\_\_\_ microphones** (\_\_\_wireless & \_\_\_ wired microphones), **\_\_\_\_\_ microphone stands**, and * podium/lectern, etc. |
| * Unlimited access to internet / Wi-Fi in all areas of venue; |
| * At least **\_\_\_\_\_\_ table** for the Secretariat (Registration Area); |
| * No pillars in the middle of the function room. |

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| **Meals:**   * First meal: \_\_\_\_\_\_\_\_\_ * Last meal: \_\_\_\_\_\_\_\_\_ |
| |  |  |  |  | | --- | --- | --- | --- | | **MEALS** | **Day 1**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Day 2**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Day 3**  **\_\_\_\_\_\_\_\_\_\_** | | *Breakfast* |  |  |  | | *AM Snacks* |  |  |  | | *Lunch* |  |  |  | | *PM Snacks* |  |  |  | | *Dinner* |  |  |  | |
| * Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner); |
| * For breakfast: e.g. \_\_\_ main dishes, rice, bread, choice of hot tea/chocolate or coffee; |
| * For lunch and dinner: e.g. \_\_\_ main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks   (Purely vegetarian or halal food may be required during the event proper); |
| * AM and PM Snacks with drinks; |
| * Free flowing coffee and/or tea; |
| * Candies; and Standby-by waiters. |

| **Another Requirement/s:** |
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| * Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area; |
| * Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3” x 4”; optional for Projects not exceeding 5 days (COA Circ. 2013-004); |
| * With appropriate and sufficient parking area for VIP and other Guests; |
| * With 24-hour security, front-desk and housekeeping services. |

Prepared by: Approved by:

*(Head of Office)*

**SIGNATURE OVER PRINTED NAME SIGNATURE OVER PRINTED NAME**

Designation Designation