

# PROCUREMENT OF CONTRACT FOR LEASE OF VENUE THE 2023 YEAR END EVALUATION AND OPERATIONAL RETOOLING

## Terms of Reference

The Embassy of the Philippines intends to lease a suitable venue and procure professional event management services for the 2023 Year End Evaluation and Operational Retooling on 27 December 2023.

### ***I. Objective***

To lease a suitable venue and ensure the procurement of professional event management services for the 2023 Year End Evaluation and Operational Retooling

### ***II. Scope of Work***

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate twenty (20) persons and ensure the delivery of efficient and professional events management services.
- B. Provide customized course menu with drinks for sit-down or buffer lunch.
- C. Provide audio visual equipment (e.g. screen and projector, microphones, etc.), and parking for participants.

### ***III. Training Details***

- A. Date : 27 December 2023 (Wednesday)
- B. Duration : 10:30 A.M. to 3:30 P.M.
- C. Number of persons : 20 persons

### ***IV. Terms of Payment***

Full payment within seven (7) days after completion of the event via bank deposit.