

TERMS OF REFERENCE

Procurement of Lease of Venue for the 2019 FOI Summit and Awards

| LESSOR | | | |
|--------|--|------------------|-------------------------|
| | TECHNICAL SPECIFICATIONS | QUANTITY | STATEMENT OF COMPLIANCE |
| 1 | 11 December 2019 : FOI Summit | | |
| | Plenary Hall good for 250 persons (pax), inclusive of the following amenities: | ONE (1) | |
| | LED Wall | | |
| | Sound System | | |
| | Five (5) wireless microphones | | |
| | Five (5) <i>wired</i> microphones with stand | | |
| | Three (3) registration tables | | |
| | Round table setup | | |
| | One (1) holding room | | |
| | 250 complimentary ball pens / pencils and paper | | |
| | Internet connection | | |
| | Thirty (30) complimentary parking slots | | |
| 2 | Function rooms good for 50-60 pax each, inclusive of the following amenities: | THREE (3) | |
| | LCD projector per function room | | |
| | Three (3) wireless microphones per function room | | |
| | Two (2) whiteboards per function room | | |
| 3 | Meal Package | 250 PAX | |
| | Morning (AM) Snacks | | |
| | Lunch | | |
| | Afternoon (PM) Snacks | | |
| | Free-flowing coffee, tea, and water | | |
| 4 | 12 December 2019 : FOI Awards | | |
| | Plenary Hall good for 200 persons (pax), inclusive of the following amenities: | ONE (1) | |
| | LED Wall | | |
| | Sound System | | |
| | Five (5) wireless microphones and stand | | |
| | Five (5) <i>wired</i> microphones and stand | | |
| | Three (3) registration tables | | |
| | Round table setup | | |
| | One (1) holding room | | |

Terms of Reference
Procurement of Lease of Venue for
the 2019 FOI Summit and Awards

| | | | |
|---|--|-----------------|--|
| | Internet connection | | |
| | Extension cords | | |
| | Twenty (20) complimentary parking slots | | |
| 5 | Meal Package | 250 PAX | |
| | Dinner buffet | | |
| | With pica-pica and cocktails | | |
| 6 | Room Accommodations | TEN (10) | |
| | Available on 10-13 December 2019 | | |
| | Room accommodation (VIP Room) with Breakfast | | |

I hereby commit to comply with the following conditions:

1. Quotations exceeding the Approved Budget for the Contract (ABC) will **NOT** be accepted.
2. Delivery period shall be within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
3. Payment will be on a **SEND BILL ARRANGEMENT**, i.e. full payment will be made after the completion of the event. Thus, **NO DOWNPAYMENT** will be made by the Procuring Entity.
4. Price validity shall be for a period of sixty (60) calendar days.
5. The price quotation shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**

I hereby commit to comply and the deliver all of the above requirements in accordance with these Terms of Reference.

| | | |
|---------------------------|---|---------------|
| _____ Name of Supplier | _____ Signature over Printed Name of Representative | _____ Date |
|---------------------------|---|---------------|