

Specification Form

Title of Project: Hotel Room, Meeting Venue, Catering services/meeting package for the 6th Meeting of ASEAN Working Group on Higher Education Mobility 2025 and the National Validation workshop of Intra-ASEAN Scholarship Programme for ASEAN Nationals

Item Details:

1. Staying Dates : 18-21 May 2024 (4 days, 3 nights)
2. Class of hotel : 4-5 Stars
3. Number/ type of room : 27 (twenty-seven) rooms / Standard Room/Entry Level/Basic Room, Single Occupancy, clean, hygienic, and in good-shape basic amenities (include pictures of the offered rooms)
4. Meeting Venue : Meeting room for up to 35 participants; with basic amenities (screens, audiovisuals), fit for roundtable and U-shape for conference settings (include pictures and meeting room measurements)
5. Catering/meeting package :
 - 2 snacks and 1 full meal on 19 May 2024
 - 1 snacks and 1 full meal on 20 May 2024
 - Options for halal meals availablePlease include set menu options
6. Daily Services : Inclusive of breakfast for 19-21 May 2024.
Free Internet/WiFi;
Late check-out (at least until 2.30 pm)
7. Location : within (radius) 11 km from Ninoy Aquino International Airport, easily accessible, not in a flood-prone area
8. Other requirements :
 - Preferably have already hosted or served as an accommodation vendor for international events in the past
 - Offers come from the Hotel's sales or management (not a third-party company or agencies)
 - Flexibility to change total pax (rooms and meeting package) until 14 May 2024

Checklist to comply/to confirm its availability:

No.	Description	Yes	No	Remarks
1.	4-5 Stars Hotel			
2.	27 rooms available on the specified dates, Single Occupancy (all rooms in same type), clean, hygienic and in good-shape amenities			
3.	Inclusive of breakfast with availability of halal meal options			
4.	Meeting Venue fit for 35 pax with basic amenities and fit for roundtable and U-Shape settings			
5.	Meeting package as per requirements			
4.	Free Internet/WiFi			
5.	Late check-out until 2.30 pm			
6.	Location: within (radius) 11 km from Ninoy Aquino International Airport, easily accessible, not flood-prone			
7.	Previously hosted international events/served as accommodation vendor (provide all evidences)			
8.	Offers are directly from Hotel's sales or management			
9	Flexibility to change total pax (rooms and meeting package) until 16 May			
10	Include supporting documents for: - Pictures of rooms offered - Meeting rooms pictures and measurements - Set menu options - Evidence of hosting/as accommodation vendor for past international events			

Bid Quotation:

Item Description	Qty	Unit	Price per person per day	Total Price
18-21 May 2024 27 Rooms for 3 nights/4 days including all descriptions above	81	night		
19 May 2024 Set Menu (full meal) package + 2 snacks	35	pax		
20 May 2024 Set Menu (full meal) package + 1 snack	35	pax		

Conditions:

1. Please attach this specification form to your quotation with your signature below or company's stamp.
2. The price in this quotation should be valid for 90 (ninety) days commencing on the date of submission of quotation.
3. Please exclude the Value Added Tax (VAT), as the ASEAN Secretariat is not subjected to VAT
4. Terms of payment: 100% upon receipt of the invoice

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Date :
PIC name :
Designation :
Contact no :
Hotel name :