***Section VI. Schedule of Requirements***

The delivery schedule expressed as **weeks/months** stipulates hereafter as date of delivery to the project site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Number** | **Manpower Requirements** | **Quantity** | **Delivered, Weeks/Months** | **Statement of Compliance** |
| **Period: September- December 2021** |
| **1** | **Day 1 September 29, 2021*** Overall coordinator -1 pax
* Meet & greet Staff - 2 pax
* Liaison Officers – 1 per VIP or 1 per group of 10
 |  |  |  |
| **2** | **Day 2 September 30, 2021*** Overall rogram Coordinator- 1 pax
* Master of Ceremonies-1 pax
* Translator-1 pax
* Rapporteur- 1 pax
* Usherettes- 6 pax
* Liaison Officers – 1 per VIP or 1 per group of 10
* Photographer/Videographer-3 pax
 |
| **3** | **Day 3 October 1, 2021*** Overall Program Coordinator- 1 pax
* Master of Ceremonies-1 pax
* Liaison Officers – 1 per VIP or 1 per group of 10
* Photographer/Videographer-3 pax
 |
| **4** | **Day 4 October 2, 2021*** Overall Program Coordinator- 1 pax
* Liaison Officers – 1 per VIP or 1 per group of 10
* Photographer/Videographer-3 pax
 |
| **5** | **Day 5 October 3, 2021**a. City Tour* Overall Program Coordinator- 1 pax
* Tour Guides- 1 pax per vehicle
* Liaison Officers – 1 per VIP or 1 per group of 10

b. Departures* Overall Program Coordinator- 1 pax
* Tour Guides- 1 pax per vehicle
* Liaison Officers – 1 per VIP or 1 per group of 10
 |
| **6** | **September to December 2021** (Four months)* English Speaking Usherettes-9 pax based on 3 shifts per day
 |
| **PROVISION OF OFFICE OF TRANSPORTATION, VENUE, PHYSICAL & TECHNICAL EQUIPMENT , CATERING SERVICES, PHOTOGRAPHY & VIDEO PRODUCTION SERVICES & OTHER ADMINISTRATIVE LOGISTICS SERVICES**  |
| **7** | Provision of the required transportation per the activities indicated above (from Day 1- Day 5)* Sedan-for VIPs -1 or 2 depending on the number of VIPs
* Coach 45 to 50 seater or 20-30 seater -1 or 2 depending on the number of delegates arriving per batch
* Luggage Van--1 or 2 depending on the number of delegates arriving per batch

 (for arrival & departure of delegates only)Notes:* Each vehicle must be driven by English speaking chauffers.
* Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver
 |  |  |  |
| **8** | Provision of Transportation Service for the Philippine Pavilion from September 1- December 31, 2021* 1 Van (10-12 seater)
* 1 sedan

Notes:* Each vehicle must be driven by English speaking chauffers.
* Coaches must have an English speaking bus coordinator/dispatcher and English speaking driver
 |
| **9** | Provision of Food & beverage on the following days:* Day 2 –lunch with coffee and snacks for approximately 100 pax
* Day 3 –lunch at the Mangove Café for approximately 50 pax
* Day 4—lunch at the Expo site for a minimum of 10 pax to a maximum of 50 pax
* Day 5—coffee service with snacks for a maximum of 20 pax
 |
| **10** | Provision of Catering services for a maximum of 90 pax or 3 groups of 10 pax each per month for the period covering October 2021 to December 2021 |
| **11** | Provision of all the necessary logistical support for the Day 2 Government & Business Programs: Venue, physical & technical requirements, materials for venue styling, AV equipment, signages, printing & production of invitations and other paraphernalia, photography and video production services |
| **12** | Provision of the following Visitor Traffic & Management Services:* Beacon technology which can connect and transmit information on the PH Pavilion to smart devices
* Technology driven visitor registration system
 |
|  | * Health & Sanitation devices and supplies

 ( i.e. contactless thermometer and automatic hand sanitizer dispenser stand, face masks, cleaning detergents etc..),  |  |  |  |

**Conforme:**

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Name & Signature of Authorized Representative

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Date signed