***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