

ATTACHMENT 2 – SERVICE DETAILS BY DAY

Date	Item/Description	# of people	QTY/Amount of Units
7/7/2025			
	Conference hall	50	1
	Break tea (PM)	28	28
	Dinner	28	28
	Singles	28	28
	Drinking Water (500ml)	28	56
8/7/2025			
	Conference hall	50	1
	Breakfast	28	28
	Break tea (AM)	36	36
	Lunch	36	36
	Break tea (PM)	36	36
	Dinner	24	24
	Singles	24	24
	Drinking Water(500ml)	36	108
9/7/2025			
	Conference hall	50	1
	Breakfast	24	24
	Break tea (AM)	32	32
	Lunch	32	32
	Break tea (PM)	32	32
	Dinner	24	24
	Singles	24	24
	Drinking Water(500ml)	32	96
10/7/2025			
	Conference hall	50	1
	Breakfast	24	24
	Break tea (AM)	36	36
	Lunch	36	36
	Break tea (PM)	32	32
	Dinner	24	24
	Singles	24	24
	Drinking Water(500ml)	32	96
11/7/2025			
	Breakfast	24	24

The following Items/Services will be included in Total Quoted Price:

- Maintain standard operating procedures as per Ministry of Health public health guidelines; have hand washing stations / hand sanitizer in highly accessed areas.
- Rooms should be available on-site for all training participants.
- Spacious conference facilities.
- A conference hall that can seat 50 participants with a space of 2 feet between each participant.
- The conference hall should have tables and chairs.
- A well-ventilated conference hall with enough windows to allow enough fresh air and light into the room.
- The conference area should be quiet and conducive for training, 200 meters away from noise.
- Should provide a public address system in the conference hall to ensure audibility of participants.
- Provide wi-fi in conference and guest rooms with minimum internet speed of 20 Mbps up/down.
- Availability of an outdoor area of about 25 by 25 feet and 4 meters away from conference hall for participants to do outdoor activities.
- Provide at least 3 food options for vegetarians that are non-animal products for all meals.
- Provide at least one gluten-free tea bite option that are items made without flour, and varied options such as fruits.
- Provide adequate options of fruits for all diners during breakfast and other meals.
- Provide medium-sized disposable glasses adequate for drawing water from the dispenser, if providing jumbo water bottles

Quoted Additional Terms and/or Conditions:

Cancellation / Change Policy:

Quoted Payment Terms and Conditions:

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature:

Date: