

REQUEST FOR PROPOSAL
No. RFP17-044

ORGANISATION OF A TEAM BUILDING RETREAT

FOR MRCS STAFF IN JULY 2017

Additional information/Clarification

Ref	Subject	Questions	Answers
1	Type of Event	Does the organization of MRCS staff retreat 2017 include: <ul style="list-style-type: none"> - Conference training session; ½ days or 1 day? - Team building; ½ day? - Gala dinner? 	<ul style="list-style-type: none"> - Conference training session: No, only some presentations to update organizational changes and new policies. The session may take ½ day - Team building: The retreat will focus in team building activities in 1 and 1/2 days - Gala dinner: Yes, it is included.
2	Venues	Is that the retreat can be in any MRC member country: Cambodia, Lao PDR, Thailand and Vietnam? Which level of accommodation is required? 4-5* Hotel/Resort?	It can be in any nice resort in either MC: Cambodia, Laos, Thailand and Vietnam. Plus points are that: <ul style="list-style-type: none"> - There are beaches/ponds with bonfire for camp fire and health improvement - There are different options for food like sea foods, local and international foods. - The venue can host 80+ people at the same time and with good facilities for team building - Accommodation can be 3* to 5* depend on budget availability - Travel by big buses (within 3-5 hours) is acceptable for cost efficiency
3	Participants	Who is the target audience (nationality, age, sex, position, hobby, ...)? What is the level of staff – support staff, officers, managers, etc.? Is the number of participants fixed?	Participants are from different nationality – Cambodia, Laos, Thailand, Vietnam and international staff/consultant (Japan, Canada Dutch etc.), aged from 28 to 63, different levels of authorities. They like to play team work games and fun, enthusiastic and innovative activities

4	Agenda	Are dates fixed? What are expected activities for day 2?	Yes, dates should be flexible within July. Team building activities all the time except for the first morning to work on some updates.
5	Key activities	What are key activities that we should focus on this event? Conference training session or teambuilding?	Team building – see more in TOR
6	Event theme	What is the theme and topic selected of this event?	Team building – see more in TOR
7	Materials	What marketing materials will be based on event design? Any special requirement for design categories such as the stage, photo corner, standee, etc. Is English the final language of the training delivery and material?	The organizer decides on the materials necessary for the events. Team photo is needed but formal setting is not necessary. Yes, English is the language to be used for all documents, including materials and reports.
8	Taxes/VAT	Is the budget of US\$45,000 included VAT?	MRC is tax exempted organization. VAT excluded. However, the budget of US\$45,000 is inclusive of all costs including travelling of staff, accommodation, food, facilitation cost, material costs, visa costs, etc.)
9	Transportation	Do you expect us to make arrangements for transportation from your office in Vientiane, Laos to Border to arrange transport from the Lao border to the place of venue?	Yes, information is provided in the TOR
10	Meals	Do you want us to make arrangements for all days food (lunches and dinners) or only the specified ones as per your RFP?	Yes, information is provided in the TOR
11	Accommodation	Would you like to have all the rooms with single occupancy?	Single occupancy is recommended.