

**TECHNICAL SPECIFICATIONS
CATERING SERVICES FOR THE
3RD AND 4TH QUARTER TPB TOWNHALL MEETING**

I. BACKGROUND

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) will be conducting its 3rd and 4th TPB Townhall Meetings on September 4 and December 4, 2023 respectively.

This event is the avenue for employees to connect, collaborate, and share updates; opportunity to enhance camaraderie in the middle of work schedules; and show appreciation for the contribution of each personnel to the objectives of TPB.

II. OBJECTIVES

The activities require meals for the TPB employees, security personnel, janitorial services, and COA personnel involved during the TPB 3rd and 4th Quarter Townhall Meeting.

III. SCOPE OF WORK/SERVICES/DELIVERABLES

The Tourism Promotions Board (TPB) is seeking for a service provider to handle the provision catering services inclusive of Lunch and PM Snack set with drinks, inclusive of the delivery fee for:

Lot 1: 3rd Quarter TPB Townhall Meeting
September 4, 2023
TPB premises

Lot 2: 4th Quarter TPB Townhall Meeting
December 4, 2023
TPB premises

1. The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office.
2. Venue: 4F Legaspi Towers 300, Roxas Blvd. Malate Manila
3. 190 pax. Minimum guarantee 150 pax. per event
4. Provision of the following meals:
 - Managed Buffet inclusive of one round of soda, tea, or fruit juice (minimum of 2 kinds of main course (chicken/beef/pork), 1 soup, 1 vegetable, and 1 dessert)
 - Coffee and Tea station
 - Can Accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
5. Must submit menu selection at least one (1) week prior to the event for TPB's approval
6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal.
7. All dinnerware and glassware necessary for the event.
8. Designation of uniformed and well-trained banquet service personnel.
9. Set-up ready one hour before the start of the event.

IV. IMPLEMENTATION

Lot 1: 3rd Quarter TPB Townhall Meeting
September 4, 2023
TPB premises

Lot 2: 4th Quarter TPB Townhall Meeting
December 4, 2023
TPB premises

** Dates are subject to be finalized one week prior to the conduct of the event*

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND PESOS ONLY (PHP 300,000.00)** inclusive of all applicable fees and taxes broken down as follows:

Lot 1: 3rd Quarter TPB Townhall Meeting	Php 150,000.00
Lot 2: 4th Quarter TPB Townhall Meeting	<u>Php 150,000.00</u>
Total:	Php 300,000.00

VII. TERMS OF PAYMENT

1. Send a bill arrangement payment within thirty (30) days to the Tourism Promotions Board upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.
2. The following documents should be submitted by the winning bidder for the processing of payment:

Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including management fee addressed to:

KAREN A. PADOLINA
Acting Head
Personnel and Human Resources Development Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

3. Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by

the supplier.

VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

IX. PROJECT OFFICER'S CONTACT INFORMATION

Karen A. Padolina
karen_padolina@tpb.gov.ph
(02) 8 524 57 39

Ada Josefina V. Cruz
ada_cruz@tpb.gov.ph
(02) 8 524 57 39

Diana B. Rosima
diana_rosima@tpb.gov.ph
(02) 8 524 57 39

Bernadette Kalingag
bernadette_kalingang@tpb.gov.ph
(02) 8 525 60 45