

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF ITEMS FOR THE TPB 2023 TEAM BUILDING AND YEAR-END ACTIVITY

I. RATIONALE

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to engage the services of a service provider for the raffle items for the TPB's 2023 Team Building and Year-End Activity on 11-13 December 2023.

II. BACKGROUND

As part of its annual year end activity, TPB has been raffling off items as prizes. The items were categorized into Grand Prizes, Major Prizes, Minor and Consolation Prizes, which included various items from home appliances, gadgets, kitchenwares and other similar items.

This year, TPB will require the services of a service provider for the items to be raffled off to its personnel.

III. OBJECTIVES

To engage a service provider for the provision and delivery of items to be raffled off during the TPB 2023 Team Building and Year-End Activity

IV. SCOPE OF DELIVERABLES

1. Provision of items found in **ANNEX A** of this document. If item/s are not available, submit proposed items within 5 days upon receipt of NOA subject to the approval of TPB.
2. Provision of a copy of the warranty certificate/ card for the items as applicable.
3. Delivery of the items to the TPB Office on 18 December 2023 between 9:00 am to 6:00 pm.

V. QUALIFICATION OF BIDDER

1. Bidder must have at least three (3) years of experience providing general merchandise to government and private offices.
2. Bidder must submit a proposal based on the above deliverables with a price quotation of the items inclusive of the delivery fee and taxes.

VI. PROJECT IMPLEMENTATION SCHEDULE

Delivery to the TPB Office on 18 December 2023.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **EIGHT HUNDRED THOUSAND PESOS ONLY (PhP800,000.00)** inclusive of all applicable fees and taxes.

VIII. TERMS OF PAYMENT

Full payment shall be made upon complete delivery of the items. The winning bidder shall submit a Statement of Account/ Billing Statement upon receipt of the Purchase Order (PO) from TPB for facilitation of the processing of payment.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant 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

2. Copy of Official Receipt

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.

Submission of the Original copy of the Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

IX. CONTRACT DURATION

The project will commence upon issuance of the Notice to Proceed (NTP) until the completion of delivery on 18 December 2023 or until issuance of the corresponding Official and Delivery Receipts.

X. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact:

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