

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF ITEMS FOR THE TPB 2024 LEARNING OVER LUNCH 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 2024 Learning Over Lunch Activity on 12 January 2024.

II. BACKGROUND

As part of its annual year end activity trilogy, 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 2024 Learning Over Lunch 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 3 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 not later than 22 January 2024 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

The items shall be delivered completely after four (4) days from the receipt of the payment from TPB inclusive of clearing of check or bank transfer or not later than 22 January 2024.

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

The winning bidder shall submit a Statement of Account/ Billing Statement and the signed Letter of Confirmation upon receipt of the Purchase Order (PO) from TPB for facilitation of the processing of payment.

The items shall be delivered completely after four (4) days from the receipt of the payment from TPB inclusive of clearing of check or brank transfer or not later than 22 January 2024.

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 not later than 22 January 2024 or until issuance of the corresponding Official and Delivery Receipts.

X. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact:

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