

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE 2023 TIME OF REFLECTION (TOR)
20-21 MARCH 2024

I. BACKGROUND

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a spiritual retreat in view of the upcoming Lenten Season:

- Event : 2024 Time of Reflection (TOR)
- Schedule : 20-21 March 2024
- Time : 07:00am to 2:00pm the following day
- No. of Participants : 40 pax (minimum guarantee 30 pax)
- Platform : Face-to-Face

II. OBJECTIVES

To provide venue with accommodation, catering service and technical requirements for the 2024 Time of Reflection (TOR).

The activity aims to provide personnel an avenue for self reflection in view of the upcoming Lenten Season.

III. INDICATIVE PROGRAM - SPIRITUAL RETREAT

- **Day 1:**
 - 07:00 AM - Depart TPB
 - 09: 30 AM - Arrival at the Venue and Registration
 - 10: 00 AM - Opening and Program Proper morning session
 - 12:00 PM - Lunch break
 - 1:30 PM - Resumption of the Program afternoon session
 - PM snacks will be served
 - 5:00 PM - End of session
 - Dinner will be served

- **Day 2:**
 - 06:00 AM - Breakfast
 - 9:00 AM - Morning Session
 - AM snacks will be served
 - End of session
 - 12:00 NN - Lunch break
 - 2:00 PM - Return to TPB Office
 - Packed PM Snacks to be provided

IV. SCOPE OF WORK/ SERVICES

1. Preferably at least two (2) Resource Speakers to facilitate the intervention based on the above indicative program with the following requirements:
 - A Personal Development Facilitator
 - Have conducted at least motivational/ personal development sessions for the past 3 years
 - With relevant certifications/ license in the motivational/ personal development

2. Transportation Service
 - A. Resource Speaker Transportation
 - Vehicle transportation for the Resource Speakers from identified point of origin to the venue and vice versa

 - B. Participants Transportation
 - Three (3) units of van or Two (2) units of coaster (2018 or higher model)
 - With comprehensive insurance
 - Fully air-conditioned, clean, comfortable, presentable, and in good running condition
 - Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit
 - Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
 - Vehicles should be properly disinfected and sanitized

 - C. Driver Requirements:
 - Must be holder of VALID Professional Driver's License
 - With good personality and good grooming and must wear face mask at all times
 - Must wear company ID all throughout the event
 - Must submit daily trip ticket available when on/during duty
 - Driver should have strong navigation skills
 - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
 - Equipped with GPS or Waze and charge units for phones

 - D. Other requirements:
 - Submit the following one (1) week prior to activity schedule:
 - OR and CR of the BUS to be used
 - List of Drivers and copies of LTO issued Driver's License
 - Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour

- Inclusive of gasoline, parking, toll fees , driver's meals, accommodation, overtime pay and other incidental cost.
3. Venue: Preferably in Batangas, Cavite or Antipolo area
 - With natural open space (preferably with grass and trees) to conduct group discussions and activities
 - Medical personnel available incase of emergency
 4. Accomodation
 - Overnight stay for 40 pax; minimum guarantee 30 pax
 - 20 rooms for double sharing minimum guarantee 15 rooms
 - Subject to final rooming list one week before the event
 5. Function Room
 - Provision of function room with dressed tables and chairs that can accommodate 40 pax with proper physical distancing
 - Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads;
 - Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables;
 - Registration table;
 - Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;
 - Designated Wi-fi access within the function room;
 - Direct LAN port connection and set-up for the TPB technical staff;
 6. Food and Beverage
 - AM and PM snacks inclusive of one round of drinks/refreshments
 - Buffet Lunch and buffet Dinner inclusive of one round of soft drinks or iced tea for beverage
 - Can accommodate special diet ((for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
 - Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB
 - Food to be served shall be fresh, hot and ready at least 30 minutes before each meal
 - Drinking water for the participants
 - Free-flowing brewed coffee and tea at the venue/ function room
 - Hot and cold-water dispenser at the venue/ function room
 - Complete set-up for buffet stations with:
 - All dinnerware and glassware necessary for the event
 - Waiters/Service personnel clad in clean uniforms
 - Buffet Table with setting
 - Clean linens with motif as specified/required for the event

- Chairs and tables set-up during breakfast, lunch and dinner
 - Set-up ready one hour before the start of the activities
7. Incidental, other miscellaneous and on-site related expenses amounting to Php15,000.00
 8. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.
 - Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
 - Other arrangements that may be mutually agreed upon by the TPB.

V. ADDITIONAL TECHNICAL REQUIREMENTS:

1. DOT Accreditation Certificate
2. Submit CV of the Resource Speakers
3. Submit copy of Resource Speakers relevant certifications/ license in the field
4. Submit Resource Speakers list of similar intervention conducted related to personal development for the past 3 years

VI. PROJECT IMPLEMENTATION SCHEDULE:

20-21 March 2024

VII. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **FIVE HUNDRED TEN THOUSAND PESOS ONLY (PhP 510,000.00)** inclusive of all applicable fees and taxes.

VIII. Terms of Payment

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

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:

ROSSANDRA AMYTHERA Q. CAYAGO
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 Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

IX. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

X. PROJECT OFFICERS CONTACT INFORMATION

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