

ANNEX A: TECHNICAL SPECIFICATIONS

Service Provider for the Management of the Technical Requirements of the 2024 TPB Team Building Activity

I. BACKGROUND

As part of its Employee Engagement Program, the Tourism Promotions Board (TPB) desires to conduct a team building activity to motivate personnel to work together, develop strengths, address gaps, encourage collaboration rather than competition, increase truth, improve communication and maintain or increase motivation.

II. OBJECTIVE:

This activity requires the engagement of a service provider for the management and implementation of the team building activity for the TPB employees.

III. SCOPE OF WORK/SERVICES/DELIVERABLES

Venue (preferably around Zambales, Bataan, La Union and Baler)	<ul style="list-style-type: none">- Venue must be available on 24-26 July 2024 (indicative dates) for finalization upon issuance of Notice of Award (NOA)- Function room banquet set-up good for 190 pax for 24-26 July 2024 with the following:<ul style="list-style-type: none">▪ PA System and technician▪ Round Table set up▪ Table cloth color: White▪ Table Napkin color: White▪ Seat cover color: Black▪ Centerpiece: based on the theme- Outdoor Activity Area for team building activities- At least one (1) dedicated venue coordinator- Provision of the following:<ul style="list-style-type: none">▪ Lobby and Function Room signages▪ Secretariat Table▪ White boards/ Easel sheets with markers▪ Notepads and pens▪ Mixed nuts and mints▪ 5 Wireless microphones (preferred) or 5 microphones with stand▪ Rostrum▪ Electric outlets/ extension cords▪ Complimentary Wireless Internet Access▪ Water refilling stations at the venue- Lights and Sound System with on hand technician for 24-25 July 2024 dinner set up- LED Screens for 24-25 July 2024- Videoke set-up for 24 July 2024
---	--

	<ul style="list-style-type: none"> - Dinner set-up based on provided theme preferably near pool area or beach area with stage set up for the program / presentation on 24 July 2024 - Function room dinner set-up with stage set up for the program / presentation on 25 July 2024 - Medical Facility or Personnel on standby in case of emergency - Parking area inclusive of parking fees to accommodate ten (10) TPB vehicles and four (4) rented buses 																		
Accommodation	<ul style="list-style-type: none"> - Mabuhay Class or AA Type of accommodation or its equivalent - Group facilitation check in and check out - Maximum room requirement: 63 rooms - Bed sharing with approximate breakdown: <ul style="list-style-type: none"> ▪ Three (3) Single rooms ▪ Fifteen (16) Double ▪ Twenty-one (21) Triple ▪ Twenty-three (23) Quadruple <p style="text-align: center;"><i>Note: Provision of 5 rooms triple sharing on 23 July 2024 for the advance party All room requirements subject to confirmation 2 weeks prior to event proper</i></p> <table border="1" data-bbox="715 1066 1406 1227" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">No. of Rooms</th> <th style="text-align: center;">No. of Nights</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5 triple sharing</td> <td style="text-align: center;">23 July - advance party</td> </tr> <tr> <td style="text-align: center;">63</td> <td style="text-align: center;">2 nights and 3 days (24-26 July)</td> </tr> </tbody> </table> - Provision of drinking water and toiletry amenities per room - Coffee and tea making facilities - Wi-Fi access per room 	No. of Rooms	No. of Nights	5 triple sharing	23 July - advance party	63	2 nights and 3 days (24-26 July)												
No. of Rooms	No. of Nights																		
5 triple sharing	23 July - advance party																		
63	2 nights and 3 days (24-26 July)																		
Food and Beverage	<table border="1" data-bbox="576 1429 1406 1704" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Day 1</th> <th style="width: 33%; text-align: center;">Day 2</th> <th style="width: 33%; text-align: center;">Day 3</th> </tr> </thead> <tbody> <tr> <td>Lunch*</td> <td>Breakfast</td> <td>Breakfast</td> </tr> <tr> <td>PM Snack</td> <td>AM Snack</td> <td>AM Snack</td> </tr> <tr> <td>Dinner indoor with stage set up*</td> <td>Lunch*</td> <td>Lunch*</td> </tr> <tr> <td></td> <td>PM Snack</td> <td>PM Snack (packed)</td> </tr> <tr> <td></td> <td>Dinner outdoor with stage set up*</td> <td></td> </tr> </tbody> </table> <p><i>*(Appetizer, Salad, Soup, 3 Main course, Rice and Dessert)</i></p> <ul style="list-style-type: none"> - 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) 	Day 1	Day 2	Day 3	Lunch*	Breakfast	Breakfast	PM Snack	AM Snack	AM Snack	Dinner indoor with stage set up*	Lunch*	Lunch*		PM Snack	PM Snack (packed)		Dinner outdoor with stage set up*	
Day 1	Day 2	Day 3																	
Lunch*	Breakfast	Breakfast																	
PM Snack	AM Snack	AM Snack																	
Dinner indoor with stage set up*	Lunch*	Lunch*																	
	PM Snack	PM Snack (packed)																	
	Dinner outdoor with stage set up*																		

	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ▪ 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
<p>Transportation</p>	<p>Four (4) units bus - For the TPB Personnel</p> <p>Bus Requirements:</p> <ul style="list-style-type: none"> - Bus model must be at least 2018 or not more than 5-years subject to TPB’s approval (to be inspected during the post-qualification) - 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 regularly <p>Driver Requirements:</p> <ul style="list-style-type: none"> - 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

	<ul style="list-style-type: none"> - Equipped with GPS or Waze and charge units for phones <p>Other requirements:</p> <ul style="list-style-type: none"> - Submit the following one (1) week prior to activity schedule: <ul style="list-style-type: none"> ▪ 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 service provider must find a replacement within one-hour - Inclusive of gasoline, parking, toll fees , driver’s meals, accommodation, overtime pay and other incidental cost.
Documentation Requirement	<p>Photo and video coverage with Same Day Edit (Day 1 and 2)</p> <ul style="list-style-type: none"> ▪ 200 color- enhanced photo ▪ 5-10 minutes event highlight video ▪ Submission of raw videos and photos ▪ Must be submitted in a USB/ hard drive
Technical Assistance	<p>Submit CV of the following personnel upon issuance of Notice of Award:</p> <ul style="list-style-type: none"> - Dedicated Coordinator - one (1) assistant for pre, during and post activity coordination and assistance.

IV. TECHNICAL REQUIREMENTS

1. Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices.
2. Submit list of conducted events/ activities for the last three (3) years.

V. PROJECT IMPLEMENTATION

Event : 2024 TPB Team Building Activity
 Schedule : 24 – 26 July 2024 (indicative)
 Duration : 3 days and 2 nights

VI. APPROVED BUDGET FOR CONTRACT

The Approved Budget for the Contract (ABC) is **THREE MILLION THREE HUNDRED THOUSAND PESOS ONLY (PHP3,300,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

TRANCHE	MILESTONES	AMOUNT
1 st Tranche	Upon submission of proof of reservation to the venue and transportation service as approved by TPB	25% of the total contract price
2 nd Tranche	Full completion of deliverables for the project as stated in item III and submission of Billing Statement.	75% of the total contract price

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 AMYTHEA 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.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICER'S CONTACT INFORMATION

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

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

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

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