

**TECHNICAL SPECIFICATIONS**  
**Supply and Delivery of Packed Food and Beverage Requirements**  
**for TPB Board of Directors’ Regular Meetings**  
March 27, April 24, and May 29, 2024 (indicative)

**I. BACKGROUND**

Section 51 of Republic Act No. 9593 (RA 9593), otherwise known as “*The Tourism Act of 2009*,” and Section 41(a) of its Implementing Rules and Regulations (IRR), provides that the Tourism Board shall meet at least once a month at the principal office of the Tourism Promotions Board (TPB), unless the Tourism Board previously agrees in writing to meet at another location.

Further, in compliance with the principle of good governance and pursuant to pertinent rules and regulations of the Governance Commission for GOCCs (GCG), TPB ensures the regular conduct of Committee Meetings to enable the Directors to efficiently manage their time and ensure the proper understanding and resolution of all issues affecting the Board and the proper handling of all other concerns, and allow them to effectively utilize their respective expertise.

The Tourism Board will conduct its Regular Board of Directors’ Meetings on March 25, April 24, and May 29, 2024 (indicative) which requires the supply and delivery of packed food and beverage. With meetings lasting for two (2) to three (3) hours, planning and discussing over food can set a more productive discussion in achieving the specific goals and objectives as laid down in the agenda. Additionally, it sets the platform for a more relaxed atmosphere, and invites conducive conversation and deliberation.

**II. OBJECTIVES**

The TPB is seeking the engagement of Manila-based DOT-accredited hotels, catering service providers, or food and beverage suppliers with an existing credit line with TPB or would allow a send-bill arrangement for the provision of packed food and beverage for the Board of Directors’ Meeting to be held indicatively on March 27, April 24, and May 29, 2024 (indicative).

**III. SCOPE OF SERVICES/DELIVERABLES**

**Packed Meals (Food and Beverage)**

1. Packed lunch inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count)
2. Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified
3. Minimum guarantee of 30 pax
4. Inclusive of delivery charges (i) within Metro Manila for 29 pax, and (ii) within Cagayan de Oro for 1 pax<sup>1</sup>
5. The service provider must assign a person-in-charge of pre-delivery and delivery preparations who will coordinate with TPB.

Delivery Addresses (Indicative)		No. of Pax
1	The New DOT Building, 351 Senator Gil Puyat Avenue, Makati City, Philippines 1200	1
2	Unit G Horseshoe Crest #3 St Peter Street, Barangay Kaunlaran Quezon City 1111	1

<sup>1</sup> The supplier may coordinate with a local restaurant or supplier on the delivery of food outside Metro Manila.

<b>3</b>	7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner EDSA Extension, 1302, Bay Area, Pasay City	1
<b>4</b>	DFA Bldg., 2330 Roxas Boulevard, Pasay City, Metro Manila	1
<b>5</b>	No. 361, Trade & Industry Building, Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila	1
<b>6</b>	4/F MIAA Administration Office, NAIA Complex, Pasay City <b>OR</b> 12/F Primex Tower, EDSA cor Connecticut, San Juan City	1
<b>7</b>	646 Lee St., Addition Hills, Wack Wack Mandaluyong City	1
<b>8</b>	#33 J. Serriña St., Carmen, Cagayan de Oro City 9000	1
<b>9</b>	4th Floor Legaspi Towers 300 Roxas Blvd. cor. P. Ocampo Sr. Street, Malate, Manila	22

#### **Others**

1. Actual date and number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 30 pax for Regular Meeting.
2. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.
3. Any other arrangements that may be mutually agreed upon by TPB and the supplier.

#### **IV. PROJECT IMPLEMENTATION AND PAYMENT SCHEDULE**

**Indicative Dates:** March 27, April 24, and May 29, 2024

#### **V. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (PHP120,000.00)<sup>2</sup>**, inclusive of all applicable fees and taxes.

#### **VI. TERMS OF PAYMENT**

1. Either has an existing credit line with TPB or would allow a send-bill arrangement.
2. Billing arrangement must be based on the actual number of participants and costs incurred.
3. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.
4. Payment Term is within thirty (30) days from TPB's receipt of the bill / invoice

#### **VII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until full and complete delivery of requirements.

#### **VIII. FORCE MAJEURE**

Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

<sup>2</sup> Forty Thousand Pesos (PhP40,000.00) per meeting

In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account.

**IX. PROJECT OFFICERS CONTACT INFORMATION**

**MS. LYKA A. BACTONG / ATTY. JEMIMAH NISSI M. TIAMBENG**

Office of the Corporate Board Secretary

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