

**TECHNICAL SPECIFICATIONS  
SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE  
TPB 2024 WOMEN'S MONTH CELEBRATION ACTIVITIES**

**I. RATIONALE**

The Personnel and Human Resources Development Division (PHRDD) desires to conduct an activity with the theme: It's time for HER - Honoring Everyone's Radiance. A 2-day event dedicated to raising awareness and celebrating 2024 Women's Month. This event aims to enhance everyone's overall well-being, promote a positive self-image, and foster a sense of belonging and empowerment among participants.

To implement the activity, there is a need to engage the services of an Events Management Company.

**II. BACKGROUND**

In compliance with the Philippine Commission on Women's (PCW) Memorandum Circular No. 2024-02 dated 02 February 2024, providing guidelines on the conduct of the National Women's Month Celebration in March 2024 for all government offices, the TPB through its PHRDD has been implementing activities aimed at enhancing well-being and fostering a sense of appreciation for women's unique qualities and strengths to create a nurturing and empowering environment that highlights the importance of self-care in women's lives.

**III. OBJECTIVES**

1. To provide participants with access to activities and resources that promote physical, mental, and emotional well-being, ultimately contributing to a healthier lifestyle.
2. To help participants develop a positive self-image, fostering self-confidence and self-acceptance.
3. Mainstream Gender and Development in the organization and ensure the conduct of the National Women's Month Celebration in March 2024.

**IV. SCOPE OF DELIVERABLES**

Provision of the following:

1. F&B for the following:

Activity	F&B Requirement	Date
Makeup Tutorial for Female	Light Snacks for 30 pax	26 March 2024 (morning)
Proper Grooming Tutorial for Male	Light Snacks for 30 pax	26 March 2024 (afternoon)

2. Resource Speaker/ Facilitator for the following:

Topic	Particulars
Make-Up Tutorial for Female	For 30 participants with the provision of make-up starter kits
Proper Grooming Tutorial for Male	For 30 participants with the provision of grooming starter kits

3. Personal Care Services:

Service	Particulars
Sitting Massage (Upper Body)	Four (4) Masseurs and logistics requirements
Haircut for Male and Female	Two (2) Hair Cutters with supplies and materials
Nail Cleaning	Two (2) Nail Technicians with supplies and materials

4. One hundred sixty-seven (167) Personal Care Kits for male and female (vanity pouch/bag containing cleanser, exfoliant, toner, moisturizer, sunscreen, and nail care set)
5. Photobooth on 25 March 2024 (open for unlimited shots for 4 hours)
6. Dedicated Focal Person and at least one (1) coordinator per activity to monitor and assist in the conduct of the activity.
7. Submit list of personnel that will be assigned for the Personal Care Services upon receipt of Notice of Award (NOA).

#### V. PROGRAM OF ACTIVITY

Date	Time	Activity	Venue
25 March 2024 (Monday)	10:00 AM – 12:00 NN	Program c/o TPB	4 <sup>th</sup> Floor Lobby
	12:00 NN – 1:00 PM	Lunch Start of Photobooth	TPB Pantry
	2:00 PM – 4:00 PM	Personal Care Services	TPB Pantry
26 March 2024 (Tuesday)	9:00 AM – 12:00 NN	Make Up Tutorial for Female	6 <sup>th</sup> Floor Auditorium, Five E-Com, SM MOA Complex
	2:00 PM – 4:00 PM	Proper Grooming Tutorial for Male	
	10:00 AM – 4:00 PM	Personal Care Services Distribution of Personal Care Kits	TPB Pantry

#### VI. 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 CV of the Resource Speaker/Facilitator for the make-up and grooming tutorials with the following qualifications:
  - Relevant education on make-up and/or grooming
  - At least five (5) years of experience related to make-up and/or grooming.
3. Submit proposed items for the Personal Care Kits subject for approval of TPB.

#### VII. ACTIVITY DURATION

25 – 26 March 2024 from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

#### VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED FIFTY THOUSAND PESOS (PHP550,000.00)** inclusive of all applicable fees and taxes.

#### IX. TERMS OF PAYMENT

1. Payment will be on a send bill arrangement to the Tourism Promotions Board.

2. Payment term is 30 working days 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:
  - Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management 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

- Copy of Official Receipt

***Note:** Original copy of Statement of Account / Billing Statement and Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.*

3. 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.

**X. PROJECT OFFICER'S CONTACT INFORMATION**

For particulars, please contact:

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