

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF AN EVENTS MANAGEMENT COMPANY FOR THE TPB 2024 MINI SPORTSFEST**

**I. RATIONALE AND BACKGROUND**

The Tourism Promotions Board (TPB), through its Personnel and Human Resources Development Division (PHRDD) desires to conduct a mini sportsfest with the theme A.V.A.T.A.R. (Achieving Victory And Triumph with Athletic Resilience). The sportsfest is a one (1) month activity dedicated to promoting physical health, team building and camaraderie, social interaction and community engagement, healthy competition, stress relief and mental well-being.

The aforementioned is pursuant to Section III, Item 1.B.1 of the approved 2024-2025 Plans and Programs of the PHRDD dated 07 February 2024, and is anchored on the 2023 general direction focused on supporting the mental, physical, and spiritual health of TPB personnel.

**II. OBJECTIVES**

1. To provide participants with access to activities and resources that promote physical, mental, and emotional well-being, ultimately contributing to work-life integration.
2. To practice discipline and improve strategic planning and critical thinking of TPB personnel.
3. To maintain strong bonding with colleagues, club work-related pressure with an element of fun, and relieve stress and provide sports activities to improve or support mental well-being.

**III. SCOPE OF DELIVERABLES**

Provision of the following:

**a. Venue Rentals (Within the 15km radius of the office location)**

Activities requiring venue rental:

1. Opening Ceremony
2. Awarding Ceremony
3. Basketball
4. Volleyball
5. Badminton
6. Bowling

**b. Team Uniform**

Activity	Particulars
Competition Proper	Jersey set (full sublimation)

**c. Medals, Trophies, and Plaques**

Activity	Particulars
<ul style="list-style-type: none"> <li>➤ Basketball: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Volleyball: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> </ul>	Trophy
<ul style="list-style-type: none"> <li>➤ Basketball: Mythical Five (5)</li> <li>➤ Volleyball: Mythical Five (5)</li> <li>➤ Badminton: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Table Tennis: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Darts: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Chess: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Bowling: Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> </ul>	Medals

<ul style="list-style-type: none"> <li>➤ E-Games (Mobile Legends): Champion, 2<sup>nd</sup> Place, 3<sup>rd</sup> Place</li> <li>➤ Cheer Dance Competition: Champion</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Basketball: Most Valuable Player (MVP)</li> <li>➤ Volleyball: MVP</li> <li>➤ Best Muse</li> </ul>	Plaque

**d. Sports Officials**

Activity	Particulars
Basketball	Three (3) officials
Volleyball	Three (3) officials
Badminton	Three (3) officials
Bowling	Two (2) officials
Darts	Two (2) officials
Chess	Two (2) officials
Table Tennis	Two (2) officials
E-Games (Mobile Legends)	Two (2) officials

**e. Food and Beverage**

Activity	F&B Requirement	Date
Opening Ceremony	<ul style="list-style-type: none"> <li>▪ AM Snacks <i>Choice of pasta, sandwich, or pastry with drinks</i></li> <li>▪ Buffet Lunch <i>Rice, at least two (2) viands, dessert and one round of drinks</i></li> <li>▪ PM Snacks <i>Choice of pasta, sandwich, or pastry with drinks</i> <i>170 pax / 120 pax minimum guaranteed / Actual number for finalization at least one week before the event</i> <i>Menu for approval</i></li> </ul>	06 May 2024
Competition Proper	<ul style="list-style-type: none"> <li>▪ Light Snacks for players during the scheduled games <i>Choice of pasta, sandwich, or pastry with drinks / Menu for approval.</i> <i>Subject to actual number of participants/ players and finalization of scheduled events/games.</i></li> </ul>	07 May 2024 to 23 May 2024
Cheer Dance Competition and Awarding Ceremony	<ul style="list-style-type: none"> <li>▪ AM Snacks (pasta), Buffet Lunch <i>Rice, at least two (2) viands, dessert, and one round of drinks</i> <i>For 170 pax (120 pax guaranteed)</i></li> </ul>	24 May 2024

**f. Medical Team**

Activity	Particulars
Opening Ceremony	Two (2) First Aiders, One (1) Ambulance
Competition Proper	One (1) First Aider

**g. Equipment and Supplies**

Activity	Particulars
Basketball	Two (2) official basketball size 7, premium composite leather for indoor and outdoor

Volleyball	Two (2) high quality microfiber synthetic leather volleyball, one (1) flip board scorer, one (1) scorebook
Darts	One (1) dart board, two (2) sets of dart pins
Chess	Two (2) digital chess clock, four (4) chess mat
Badminton	Four (4) tubes of shuttlecock, scoresheet

Equipment and supplies specified above shall be the property of the TPB after the conduct of event.

**h. Photo and Video Coverage**

Activity	Particulars
Opening Ceremony	One (1) photographer and one (1) videographer
Championship Game	One (1) photographer and one (1) videographer

Video of the Opening Ceremony and Game Highlights to be presented during the Awarding Ceremony.

**i. Backdrop**

Activity	Particulars
Opening Ceremony and Awarding Ceremony	Backdrop 5ft x 10ft

**j. Host/ Emcee**

Activity	Date
Opening Ceremony	06 May 2024
Awarding Ceremony	24 May 2024

**k. Pull Up Banners**

Activity	Particulars
Opening Ceremony and Awarding Ceremony	2.75 ft x 6.5 ft

**IV. INDICATIVE PROGRAM OF ACTIVITIES**

DATE	ACTIVITIES
06 May 2024	Opening Ceremony Exhibition Game TPB Mini Sportsfest Muse of the Year (Talent and Q&A)
07-23 May 2024	Competition Proper of Sports Activities and E-Games  Outdoor Games (Basketball, Volleyball, Badminton, Bowling): Every Monday, Wednesday, and Friday from 9:00 AM to 4:00 PM  Indoor Games (Table Tennis, Darts, Chess, E-Games): Every Tuesday and Thursday from 9:00 AM to 4:00 PM
24 May 2024	Cheer Dance Competition Awarding Ceremony

## **V. TECHNICAL REQUIREMENTS**

1. Bidder must have at least two (2) years of experience in conducting various events and activities in government and private offices.
2. Submit a proposal based on the above deliverables with price quotation.
3. Submit list of personnel as sports officials, and medical team.
4. Submit proposed items for the equipment and supplies, subject for approval of TPB.

## **VI. ACTIVITY DURATION**

06 – 24 May 2024 from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

## **VII. APPROVED BUDGET CONTRACT (ABC)**

The Approved Budget for the Contract is One Million Pesos (P1,000,000.00), inclusive of all applicable fees and taxes.

## **VIII. TERMS OF PAYMENT**

Send a bill to the Tourism Promotions Board. Full payment upon completion of deliverables and submission/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 management fee addressed to:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head, Personnel and Human Resources Development Division

Tourism Promotions Board

6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines

Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.

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.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.

## **IX. CONTACT PERSONS**

**ROSSANDRA AMYTHEA Q. CAYAGO**

amy\_cayago@tpb.gov.ph

(02) 8524-5739

**KAREN A. PADOLINA**

karen\_padolina@tpb.gov.ph

(02) 8524-5739

**DIANA B. ROSIMA**

diana\_rosima@tpb.gov.ph

(02) 8524-5739

**BERNADETTE B. KALINGAG**

bernadette\_kalingag@tpb.gov.ph

(02) 8524-5739