

TECHNICAL SPECIFICATIONS
EVENTS MANAGEMENT COMPANY FOR TPB 2024 BOWL-LOWEEN ACTIVITY
25 October 2024

I. BACKGROUND

As part of its HUGS Mental Health Program, TPB had implemented various physical and sports activities as health and wellness initiatives which provided positive effects on personnel’s engagement and wellbeing.

One of the institutional health and wellness and employee engagement activity is the Bowl-loween Activity which is held annually since 2022. The activity was able to reveal the personnel’s enthusiasm in sports activities. In 2023, TPB participated in the DOT Secretary’s Cup wherein personnel actively participated and expressed their excitement if the same will be held in TPB. During the rest of the year, conduct of various sports activities were continued.

This year, TPB shall hold its 2024 Bowl-loween Activity, a Ten Pin Bowling Tournament for its personnel. To implement the activity, there is a need to engage the services of an Events Management Company.

II. OBJECTIVES

At the end of the activity, participants are expected;

1. To improve connectivity across departments / offices;
2. To improve communication and collaboration among the personnel;
3. To provide an environment for a work break and promote personnel interaction;
4. To identify potential bowlers for participation to bowling competition.

III. SCOPE OF DELIVERABLES

1. Provision of a venue for the activity with digital/automated ten pin bowling lanes and equipment within Manila, Pasay, Makati, or Paranaque area.
2. Shoe rentals for estimated 200 TPB participants. Payment to be based on actual number of shoes rented.
3. Provision of meals for 200 participants. Must accommodate dietary restrictions. *(guaranteed no. of participants, confirmation 1 week prior the activity):*

AM Snack	Lunch	PM Snack
<ul style="list-style-type: none"> • Sandwiches or Pasta • Coffee or Juices or Sodas • Drinking water 	<ul style="list-style-type: none"> • 1 course meal with dessert • Coffee or Juices or Sodas • Drinking water 	<ul style="list-style-type: none"> • Sandwiches or Pasta • Coffee or Juices or Sodas • Drinking water

4. Provision of at least one (1) Officiating Personnel, at least one (1) Facilitator, and five (5) Marshalls to monitor and assist in the conduct of the activity.
5. Provision of colored shirts, with six (6) colors. One (1) color per team with an estimated thirty (30) members each.
6. Provision of individual tokens for the winners of each of the following:

Awards	Items	Quantity
Champion	medals/ small trophies	30
1 st Runner Up	medals/ small trophies	30
2 nd Runner Up	medals/ small trophies	30
Highest Pin Falls Male	medal/ small trophy	1
Highest Pin Falls Female	medal/ small trophy	1
Best in Halloween Costume	medal/ small trophy	1

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. Bidder must submit a proposal based on the above deliverables with price quotation.

V. ACTIVITY DURATION

Indicative Date: 25 October 2024 (Friday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **SEVEN HUNDRED THOUSAND PESOS ONLY (PHP700,000.00)** inclusive of all applicable fees and taxes.

VII. 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 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

2. 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 will be shouldered by the supplier.*

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.

VIII. CONTACT PERSONS

For particulars, please contact:

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