

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE TOURISM PROMOTIONS BOARD (TPB) 2024 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 promote healthy behavior, teamwork, communication, and productivity of its personnel.

II. OBJECTIVES

At the end of the activity, participants are expected:

1. To improve connectivity across departments/offices
2. To improve teamwork, communication, and collaboration among the personnel
3. To tackle workplace stress in a fun way.

III. SCOPE OF WORK/SERVICES/DELIVERABLES

A. Details:

- Engagement Activity : TPB 2024 Team Building Activity
- Concept : Scavenger Hunt
- Schedule : 24-26 July 2024
- No. of Participants : 200 pax
- Venue : Whiterock Beach Hotel & Waterpark
Subic, Zambales

B. Provision of the following:

- Pre-Session:
 1. Customized Program Outline based on the objectives and concept subject for approval
 2. Poster Announcement in jpeg or pdf format or 30-second Teaser video
 - Poster layout to be approved by TPB
- In-Session:
 1. At least one (1) Resource Speaker/ Program Facilitator based on the topic provided by TPB with the following qualifications:
 - a. Knowledgeable in any type of teamwork and interactive interventions
 - b. Have conducted at least five (5) similar interventions for the past five (5) years as indicated in the CV to be submitted
 - c. Program for 16 hours subject for approval upon award
 2. Program management team:
 - a. At least one (1) dedicated Program Coordinator/ Program Assistant
 - b. At least five (5) personnel that will assist during the session
 3. Program facilitation
 4. Supplies and materials needed for the duration of the program
 5. Awards, Prizes and/ or tokens (in kind or monetary) for individual and group activity winners
 6. Synthesis of the result of the activity/program

- C. Incidental, and other miscellaneous and on-site related expenses amounting to Twenty-Thousand Pesos (Php20,000.00).
- D. Price quotation is Inclusive of transportation, accommodation, meals, and other expenses of the PMT representatives.

IV. PROJECT IMPLEMENTATION SCHEDULE

Team Building Proper	:	24-26 July 2024
Program	:	2 days / maximum of sixteen (16) hours

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Firm/ Company has been involved in providing five (5) similar services in government and/or private offices for at least three (3) years.
 - For Ongoing Project – submit any of the following:
 1. Notice of Award,
 2. Notice to Proceed, or
 3. Contract
 - For Completed Project – submit Certificate of Project Completion
2. Must be able to offer customized content and programs that are tailor-fit to TPB's needs and objectives (not generic, one-size-fits-all materials)
3. Submit list of Resource Speaker/ Program Facilitator and assistants/ marshals who will synthesize the activities with Curriculum Vitae.
4. Statement of acceptability of the schedule of the Scope of Deliverables.

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **THREE HUNDRED FIFTY THOUSAND PESOS (Php350,000.00)** inclusive of all applicable fees and taxes.

VII. Terms of Payment

1. Payment within thirty (30) days upon full completion of the services with deliverables and submission of the invoice.
2. All incurred charges during the event proper will be settled thru send-bill arrangement
3. Supplier must submit a Statement of Account (SOA) or Billing Statement for processing of payment
4. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to the preferred alternate bank will be shouldered by the bidder.

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.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS CONTACT INFORMATION

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