

TECHNICAL SPECIFICATIONS

Catering Services Requirements for TPB Board of Directors' Regular Meetings for July to December 2024

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 and Board Meetings to enable the Directors to promulgate policies, approve programs and prescribe rules and regulations necessary to implement the intents and purposes of the Corporation; to authorize contracts or agreements as may be necessary for the proper, efficient and stable administration of TPB; and to deliberate on matters which require action and decision from the Board.

The Tourism Board will conduct its remaining Regular Board Meetings face-to-face at its new office which require food and beverage. With board 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 or restaurants, food and beverage suppliers, or catering service providers with an existing credit line with TPB or would allow a send-bill arrangement for the provision catering of food and beverage requirements for 30 pax relative to the Regular Board of Directors' Meetings.

III. SCOPE OF SERVICES/DELIVERABLES

Deliverables	(Indicative) Dates	(Indicative) Venue	No. of Pax	Approved Budget for the Contract
Catering services for buffet lunch with drinks for the TPB Regular Board of Directors' Meeting	31 July 2024	TPB Office 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila	Minimum guarantee of thirty (30) pax per meeting	PhP60,000.00 x 6 meetings
	28 August 2024 25 September 2024 30 October 2024 27 November 2024 11 December 2024 TPB premises			
			TOTAL:	PHP 360,000.00

**Dates and venue are subject to be finalized one (1) week prior to the conduct of the event.*

1. The service provider must have the capability and resources to provide catering services and deliver them to the TPB Office at 6th Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.
2. Minimum guarantee of thirty (30) pax per event.
3. Provision of the following meals:

- Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main entrees excluding vegetables in the count)
 - Option for early lunch
 - Option for packed lunch inclusive of delivery fee, if applicable
 - Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified
 - Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going
4. Food served shall be fresh, hot, and ready at least 30 minutes before each meal.
 5. All tables, chairs, dinnerware, and glassware necessary for the event.
 6. Designation of uniformed and well-trained banquet service personnel.
 7. One (1) dedicated waitstaff/service personnel for identified VIPs.
 8. The set-up shall be done one (1) hour before the commencement of the event.
 9. The service provider shall be in charge of clean and orderly dismantling the set-up.
 10. The service provider shall provide its own receptacles and sufficient containers for trash and shall be responsible for its disposal outside of the building's premises.
 11. Other requirements:
 - a. Requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC).
 - b. 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.
 - c. The proposals shall include the incidental service requirements and fees.
 - d. The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC.
 - e. Any other arrangements that may be mutually agreed upon by TPB and the supplier.

IV. PROJECT IMPLEMENTATION SCHEDULE

Activity Description	(Indicative) Dates	(Indicative) Venue
Catering services for buffet lunch with drinks for the TPB Regular Board of Directors' Meeting	1. 31 July 2024 2. 28 August 2024 3. 25 September 2024 4. 30 October 2024 5. 27 November 2024 11 December 2024	TPB Office 6th Floor Five E-Com Center, Harbor Dr, Pasay, Metro Manila

**Dates and venue are subject to be finalized one (1) week prior to the conduct of the event.*

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be a DOT-accredited hotel or restaurant, food and beverage supplier, or catering service provider. TPB to consider if the supplier's DOT accreditation is still subject for renewal.
2. Must have at least three (3) years of handling similar requirements.
3. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **THREE HUNDRED SIXTY THOUSAND PESOS ONLY (PHP360,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

1. No down payment should be required by the supplier in its proposal.
2. Either has an existing credit line with TPB or would allow a send-bill arrangement.
3. Payment shall be made in seven (6) equal tranches based on the delivery of services and within thirty (30) working days upon TPB’s receipt of Statement of Account/Billing Statement, to wit:

Tranche	Milestone	Amount	Payment Schedule
First Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 31 July 2024	PhP60,000.00	Within thirty (30) working days upon TPB’s receipt of Statement of Account/Billing Statement
Second Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 28 August 2024	PhP60,000.00	
Third Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 25 September 2024	PhP60,000.00	
Fourth Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 30 October 2024	PhP60,000.00	
Fifth Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 27 November 2024	PhP60,000.00	
Sixth Tranche	Upon full completion of the deliverables for the Regular Board of Directors’ Meeting indicatively scheduled on 11 December 2024	PhP60,000.00	
Total: PhP360,000.00			

4. 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.
5. The following documents should be submitted by the winning bidder for the processing of payment:
Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including management fee addressed to:

ATTY. JEMIMAH NISSI M. TIAMBENG
Office of the Corporate Board Secretary
Tourism Promotions Board
6th Floor Five E-Com Center Building, Harbor Drive,
Mall of Asia Complex, Pasay City

VIII. CONTRACT DURATION

The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

IX. PROJECT OFFICER'S CONTACT INFORMATION

ATTY. JEMIMAH NISSI M. TIAMBENG

Office of the Corporate Board Secretary
8 525-9318 to 27 local 286 or 8 247-0260

LYKA A. BACTONG

Office of the Corporate Board Secretary
8 525-9318 to 27 local 286 or 8 247-0260

Email address: ocbs@tpb.gov.ph, cc: jemimah_tiangbeng@tpb.gov.ph & lyka_bactong@tpb.gov.ph

X. 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.

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.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).