

## TECHNICAL SPECIFICATIONS

### SUPPLY AND DELIVERY OF FOOD PACKS FOR THE ARTIFICIAL INTELLIGENCE IN-HOUSE TRAINING

#### I. BACKGROUND

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) will be conducting its 2024 TPB In-House Training.

The training will help the TPB personnel to better understand their responsibilities, gain knowledge, and hone their skills.

#### II. OBJECTIVE

The activity requires food and beverage for TPB personnel that will attend the Artificial Intelligence In-House Training.

#### III. SCOPE OF WORK/SERVICES/DELIVERABLES

The Tourism Promotions Board (TPB) is seeking a service provider to supply and deliver of packed AM snacks, Lunch, and PM snacks with drinks.

Activity	Date and Venue	No. of Pax
Artificial Intelligence	18-19 September 2024 TPB premises	40 <i>Minimum guarantee of 30 pax</i>

1. The service provider must have the capability and resources to supply and deliver the food packs at the 6<sup>th</sup> Floor Five E-Com Center Building, Harbor Drive, Mall of Asia Complex, Pasay City.
2. Provision of the following:
  - Packed AM and PM snacks, with drinks:
    - One (1) serving of Pasta or sandwich
    - One (1) bottle of drinks (juice or soft drinks)
  - Packed Lunch with drinks
    - one (1) rice
    - two (2) kinds of main course (chicken/beef/pork/fish)
    - one (1) soup,
    - one (1) vegetable
    - one (1) dessert
    - one (1) bottle of drinks (juice or soft drinks)
  - Coffee and tea station
  - All dinnerware and glassware necessary for the event.
  - Can accommodate special diets (halal, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten-free, etc.)
3. Must submit the menu selection together with the submission of bids.

**IV. PROJECT IMPLEMENTATION SCHEDULE**

<b>Activity Description</b>	<b>Date and Venue</b>
Artificial Intelligence	18-19 September 2024 TPB premises

**V. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be owned, operated, and legally registered under Philippine laws for at least three (3) years.

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **SIXTY THOUSAND PESOS ONLY (PhP60,000.00)** inclusive of all applicable fees and taxes

**VII. TERMS OF PAYMENT**

1. Payment shall be made after the full implementation of deliverables
2. Send a bill arrangement payment within thirty (30) days to the Tourism Promotions Board upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.
3. The following documents shall 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 the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier with detailed costs for all services rendered including the management fee addressed to:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head

Personnel and Human Resources Development Division

Tourism Promotions Board

6/F Five E-Com Center, Harbor Drive,

Mall of Asia Complex, Pasay City

4. Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

**VIII. CONTRACT DURATION**

The effectivity of 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**

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