

TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR TPB GENDER AND DEVELOPMENT (GAD) AGENDA AND STRATEGIC PLAN WORKSHOP

I. BACKGROUND

As part of the Gender and Development (GAD) Capacity Development Plan, the Tourism Promotions Board (TPB) desires to conduct GAD Agenda and Strategic Plan Workshop:

- Event : GAD Agenda and Strategic Plan Workshop
- Schedule : 06-08 November 2024
- Time
 - Day 1 : 10:00 AM – 5:00 PM
 - Day 2 : 9:00 AM – 5:00 PM
 - Day 3 : 9:00 AM – 5:00 PM
- No. of Participants : 30 pax (minimum guarantee 27 pax)
- Platform : Face-to-Face

To provide a venue with accommodation, catering service, technical and logistical requirements for the GAD Agenda and Strategic Plan Workshop for Tourism Promotions Board through the help of Events Management Company (EMC).

II. OBJECTIVES

The activity aims to formulate the agency's strategic framework and plan on gender mainstreaming. It will also serve as the basis for the annual formulation of programs, activities, and projects (PAPS) to be included in the GAD Plans and Budgets (GPBs) of agencies.

III. SCOPE OF WORK/ SERVICES

1. Venue: 3-star hotel/resort in San Juan, Batangas
 - With learning conducive function hall to conduct group discussions and activities;
 - On call medical personnel available incase of emergency
2. Accommodation with of breakfast

Room Requirements	Check-in/out
1 Standard Deluxe (with 2 Queen Beds)	05 – 08 November 2024
4 Suite (with 1 Queen Bed)	06 – 08 November 2024
13 Standard Deluxe, twin sharing	

*Subject to final rooming list one week before the event

3. Function Room

- Provision of function room with dressed tables and chairs that can accommodate 30 pax
- Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads;
- Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;
- Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables);
- Designated Wi-fi access within the function room;
- Direct LAN port connection and set-up for the TPB technical staff;

4. Food and Beverage

Day 1	Day 2	Day 3
<ul style="list-style-type: none"> ● AM Snack ● Buffet Lunch ● PM Snack ● Buffet Dinner 	<ul style="list-style-type: none"> ● AM Snack ● Buffet Lunch ● PM Snack ● Buffet Dinner 	<ul style="list-style-type: none"> ● AM Snack ● Buffet Lunch ● Packed PM Snack

- Buffet Lunch and Buffet Dinner inclusive of one round of soft drinks or iced tea for beverage
- AM and PM snacks inclusive of one round of drinks/refreshments
- Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
- Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB
- Food to be served shall be fresh, hot and ready at least 30 minutes before each meal
- Drinking water for the participants
- Free-flowing brewed coffee and tea at the venue/function room
- Hot and cold-water dispenser at the venue/function room
- Complete set-up for buffet stations with:
 - All dinnerware and glassware necessary for the event
 - Waiters/Service personnel clad in clean uniforms
 - Buffet Table with setting
 - Clean linens with motif as specified/required for the event
 - Chairs and tables set-up during breakfast, lunch and dinner
 - Set-up ready one hour before the start of the activities

5. Transportation Service

A. Participants Transportation

- Three (3) units of van or One (1) unit of coaster (2018 or higher model)
 - Pick-up the TPB Personnel at the TPB Office (*Legaspi Towers, Roxas Boulevard corner P. Ocampo, Sr. St., Malate Manila*) on 06 November 2024 at 7:00 AM
 - Pick-up the TPB Personnel at the Venue in San Juan, Batangas on 08 November 2024 at 3:00 PM
- With comprehensive insurance
- Fully air-conditioned, clean, comfortable, presentable, and in good running condition
- Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- Vehicles should be properly disinfected and sanitized

B. Driver Requirements:

- Must be holder of VALID Professional Driver's License
- With good personality and good grooming
- Must wear company ID all throughout the event
- Must submit daily trip ticket available when on/during duty
- Driver should have strong navigation skills
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
- Equipped with GPS or Waze and charge units for phones

C. Other requirements:

- Submit the following one (1) week prior to activity schedule:
 - OR and CR of the Van/Coaster to be used
 - List of Drivers and copies of LTO issued Driver's License
- The vehicle should not be included in the number coding hours during 06-08 November 2024
- Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour
- Including gasoline, parking, toll fees, driver's meals, accommodation, overtime pay and other incidental costs.

6. Incidental, other miscellaneous and on-site related expenses amounting to FIFTEEN THOUSAND PESOS ONLY (PhP15,000.00). Billing shall be based on the actual cost and shall be supported by Official receipt.

7. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.

- Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
- Other arrangements that may be for approval by the TPB.

IV. PROJECT IMPLEMENTATION SCHEDULE

06-08 November 2024

V. Qualifications of Bidder / Additional Eligibility Requirements

- a. Firm/Company has been involved in providing five (5) similar services in government and/or private offices for at least three (3) years.

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **NINE HUNDRED NINETY THOUSAND PESOS ONLY (Php 990,000.00)** 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 relevant fee addressed to:

ROSSANDRA AMYTHERA 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, 1300

2. Copy of Official Receipt/ Invoice

Payment will be made through a LandBank of the Philippines (LBP) bank deposit. The winning bidder should preferably have a LBP account. Otherwise, bank charges will be shouldered by the supplier.

Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

VIII. CONTRACT DURATION

The delivery of the services and other requirements 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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