

TECHNICAL SPECIFICATIONS
FOOD & BEVERAGE SERVICES FOR THE HOSTING OF DINNER FOR THE
ASIYA: ASIAN MUSIC FESTIVAL & SHOWCASE 2024

I. BACKGROUND

Asiya: Asian Music Festival & Showcase 2024 is the newest event brand of Karpos Multimedia set to take place on October 12-13, 2024 at the World Trade Center, Pasay City. Asiya will be featuring well-known and upcoming local and international artists that attracts different fans nationwide and from neighboring countries. It expects to gather some 1,200 foreign attendees from Taiwan, Japan, South Korea, Thailand, Myanmar, Singapore and India.

A Conference will be held as well which will be a platform for music industry leaders around the world to discuss and share valuable insights about the music industry through panel discussions.

For this purpose, the Karpos Multimedia has designated Ilustrado Restaurant in Intramuros Manila as the official venue of the dinner.

II. OBJECTIVES

The event aims to mount a world-class event that showcases Filipino talent and highlights the Asian music industry through live performances, showcases, and panel discussions.

In view of this, the TPB is in need of Food and Beverage (F&B) / meals for the hosting of the dinner for the VIPs on 11 October 2024 at the Ilustrado Restaurant in Intramuros Manila.

III. SCOPE OF WORK/SERVICES

WELCOME DINNER

Date / Time : 11 October 2024 | 6:00PM – 8:00PM
Venue : Ilustrado Restaurant in Intramuros Manila
Number of pax : 50 pax
Set-Up : Buffet

- Must be able to cater food and beverage requirements to the number of persons required per event.
- Menu for approval of TPB
- Must provide an allocation for one round of beverage.
- Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies and people who eat halal food) (for confirmation with TPB)
- Must provide free-flowing coffee or tea station.
- Must be able to provide appropriate styling and linen for the banquet set up following the theme of the dinner (for confirmation with TPB).
- Must be able to provide uniformed and well-trained banquet service personnel.
- Food served shall be fresh, hot and ready at least 30 minutes before the scheduled time.
- With ambient entertainment (for confirmation with TPB).
- With basic audio visual technical (lights and sounds)

IV. PROJECT IMPLEMENTATION SCHEDULE

Welcome Dinner

Date: 11 October 2024 | 6:00PM – 8:00PM

Venue: Ilustrado Restaurant in Intramuros Manila

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is (ABC) is **TWO HUNDRED FIFTY THOUSAND PESOS ONLY (PHP250,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

- Supplier must be willing to accept send-bill arrangement
- Payment will be based on the actual cost
- Payment Term is thirty (30) days upon receipt of invoice, billing, and/or other pertinent documents
- Payment will be made through Land Bank of the Philippines (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier

Statement of Account / Billing Statement addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer, Tourism Promotions Board

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

Mall of Asia Complex, Pasay City, 1300

VII. 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.

VIII. PROJECT OFFICER'S CONTACT INFORMATION

For particulars, please contact the following MICE Project Officers:

1. Mr. Milo S. Oropeza
Project Development Officer IV, MICE Department
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2. Ms. Jelline Jazel Santos
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