

TOURISM PROMOTIONS BOARD

TECHNICAL SPECIFICATIONS

Service Provider for the
20th National Convention of Lawyers 2025 in Cebu City

I. BACKGROUND

The 20th National Convention of Lawyers is a significant event organized by the Integrated Bar of the Philippines (IBP), scheduled to take place in accordance with Memorandum Circular No. 56 issued on July 17, 2024, by the Office of the President. The convention serves as a biennial gathering for legal professionals across the country, providing a forum to discuss and deliberate on key issues and developments affecting the legal profession.

This year's theme, "**From Milestones to Horizons: Strengthening the Future of the Legal Profession,**" reflects the evolving nature of the practice of law in the Philippines, emphasizing the need to address both historical milestones and future challenges that will shape the profession. Through a series of lectures, panel discussions, and seminars, the convention will cover a broad range of topics that are highly relevant to all legal practitioners, with particular emphasis on those working in public service.

In line with its objective to ensure that government lawyers are up-to-date with the latest legal trends, jurisprudence, and regulatory changes, the IBP, under the auspices of the Office of the President, encourages full participation in this important event. The **Memorandum Circular No. 56** mandates all government agencies, departments, bureaus, and offices, including government-owned and controlled corporations, to authorize their legal staff to attend the convention on official time. This provision underscores the importance of continuous legal education and professional development, particularly for those serving in government positions, where up-to-date knowledge of the law is crucial for efficient public service delivery.

The 20th National Convention is also an important milestone for lawyers seeking to qualify for lifetime membership in the IBP. Full attendance at the convention allows participants to earn a total of eighteen (18) MCLE units and satisfies one of the five (5) required attendances at national or regional conventions to qualify for lifetime membership in the IBP.

By participating in this convention, TPB's key officials will not only enhance their professional skills but also contribute to the continued development and strengthening of the legal profession of the agency.

II. OBJECTIVES

The TPB is seeking the engagement of Cebu-based DOT-accredited hotels with an existing credit line with TPB or would allow a send-bill arrangement for the provision lease of venue of hotel accommodation for 2 pax relative to the 20th National Convention.

Deliverables	(Indicative) Dates
Hotel Accommodation	30 January – 02
Airfare Tickets	February 2025
Land Transportation	

III. SCOPE OF SERVICES/DELIVERABLES

A. HOTEL ACCOMMODATION

REQUIREMENT	PARTICULARS
Hotel Accommodation	<p>1. Function Room/Venue Provision of the following facilities/services:</p> <ul style="list-style-type: none">• 3-star DOT-accredited hotels (or higher-rated hotels, if the rates are competitive) preferably near Waterfront Hotel such <u>Seda Central Bloc Hotel</u>• 2 single occupancy rooms for 3 nights• Private shower area with bidet and hair blower• Complimentary use of amenities during the entire duration of the convention.• Breakfast included• USB charging points• With luggage storage and safe box• Readily available iron and iron board or steamer• Free wifi• Allow early check-in (before lunch) or secured room to be provided on Day 1 to store participants' luggage while not yet checked in.• Allow late check-out (after lunch) or secured room to be provided on Day 3 to store participants' luggage if activities are ongoing.

B. AIRFARE TICKETS

REQUIREMENTS	PARTICULARS
Booking of Air Tickets	<ul style="list-style-type: none">• Roundtrip domestic air tickets for 2 pax• Baggage allowance: 20kg (check-in) and 7kg (hand carry)• Flexible schedule to accommodate TPB officials, with a preferred departure time from Manila to Cebu at 4 AM on January 30th, and a return from Cebu to Manila at 3 PM on February 2, 2025.• Route: Manila-Cebu-Manila• Reroutable, refundable, and rebookable• Travel Insurance for each TPB official

C. TRANSPORTATION SERVICES

REQUIREMENTS	PARTICULARS
Car Rental	<ul style="list-style-type: none">• One (1) Van• Van unit year model must be at least 2019 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L• Maximum use of 18 hours per day inclusive of overtime and driver's fee, overtime, food, parking fees, toll fees (if necessary).• Inclusive of licensed driver, fuel, applicable parking, driver's meals, toll, and overtime fees.• Must be equipped with GPS, first aid kit and umbrella• Driver should have strong navigation skills, uniformed, presentable and well-trained• Route:

	Day 1 – Mactan International Airport (CEB) – Hotel – Waterfront Hotel – Hotel Day 2 - Hotel – Waterfront Hotel – Hotel Day 3 - Hotel – Waterfront Hotel – Hotel Day 4 - Hotel – Mactan International Airport (CEB)
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**Bidder must state either “Comply” or “Not Comply” against each of the individual parameters of each particular*

IV. PROJECT IMPLEMENTATION AND PAYMENT SCHEDULE

The indicative dates of the 20th National Convention are as follows:

Deliverables	(Indicative) Dates	Payment Schedule
Hotel Accommodation	30 January – 02 February 2025	Within thirty (30) days from TPB’s receipt of the bill / invoice
Airfare Tickets		
Land Transportation		

V. NEIGHBORHOOD DATA (as applicable)

Must have health and safety protocols in adherence to the Inter-Agency Task Force, the Department of Tourism, the Department of Trade and Industry (DTI), the Department of Health (DOH), Local Government Unit (LGU) where it operates and other government agencies, as required.

VI. SPECIAL/ADDITIONAL REQUIREMENTS

1. Must be accredited with DOT and preferably a registered TPB member (including those with ongoing applications). TPB to consider if supplier’s DOT accreditation is still subject for renewal.

2. Must be engaged in the hotel business for at least three (3) years from the date of the opening of bids.
3. Must have handled at least three (3) similar projects.
4. Willing to provide services on “send-bill” arrangement.
5. 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).

VII. OTHER CONCERNS

1. 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 2 pax.
2. Provide cost per head in case of increase/decrease of pax in relation to the estimated no. of pax
3. Any other arrangements that may be mutually agreed upon by TPB and the supplier.

VIII. INVITATION TO SUPPLIERS

TPB invites 3-star DOT-accredited hotels (or higher-rated hotels, if the rates are competitive) to submit their bid proposals with TPB for the aforementioned committee and board meeting. The proposals shall include the incidental service requirements and fees.

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. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

IX. APPROVED BUDGET OF CONTRACT

The approved budget of contract is **ONE HUNDRED THOUSAND ONLY (PHP 100,000.00)** inclusive of service charge and all applicable taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

X. TERMS OF PAYMENT

Payment shall be made through a send bill method of the actual expenses to the **TOURISM PROMOTIONS BOARD** addressed to **COO MARIA MARGARITA MONTEMAYOR NOGRALES – ATTN: ATTY. GREGORY A. NUEGA** after the completion of services and submission of applicable and appropriate liquidation report.

- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- 30 days upon receipt of SOA/billing
- Full payment will be on the send-bill arrangement statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. The supplier will be paid once the travel is completed.

The supplier is encouraged to have a Landbank account. Payments 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.

XI. LEGAL ELIGIBILITY

1. Must be operating and legally registered establishment under the Philippine Laws

2. Must be DOT Accredited
3. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)

XII. 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%).

XIII. CONTRACT DURATION

The contract is a one-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full and complete delivery of requirements.

XIV. CONTACT PERSONS

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Legal Department

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