

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENTS MANAGEMENT COMPANY (EMC) FOR THE TPB MEMBERS' THINKTALK SESSIONS 2025

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	Indicative Topics April 2025- Gender and Development July 2025- Digital and Social Media Marketing September 2025- Branding	
2.	Virtual Meeting Session Management: Plenary Format Target Audience: 120 TPB Members and other tourism stakeholders	
3.	Pre-session: <ul style="list-style-type: none"> • Must submit a proposed course outline, roster of subject matter experts (minimum of two (2) per session) and host/moderator with their respective Curriculum Vitae, and poster layout and design for the TPB’s selection/approval. • Development, management and handling of participants’ online registration, confirmation, and attendance via Zoom platform. • Sending electronic direct mail to the participants providing meeting link, on demand/recorded sessions, etc. 	
4.	In-session <ul style="list-style-type: none"> • Provision of one (1) meeting host/moderator and program management team to handle the online meeting/learning sessions using the Zoom platform • The conduct of a mini raffle draw • Provision of one (1) major raffle prize per meeting (total of 3) - 3D/2N hotel/resort accommodation (standard or deluxe category) for two (2) with breakfast at a TPB member establishment, in the form of travel vouchers worth up to a maximum of PHP 20,000.00 each. Location (province/city) shall be at the winners’ option provided that the cost is within the indicated budget. Validity should be not less than one (1) year from the date of issuance of the voucher. • Provision of two (2) minor raffle prizes per meeting (total of 6) - travel-related products worth PHP 3,000.00 each • Delivery/courier of participant prizes and speakers’ tokens within the Philippines (and outside the Philippines if the speaker/s are based abroad) and submission of its waybill and/or proof of receipt to the TPB 	
5.	Post-session (for every session implemented): <ul style="list-style-type: none"> • Preparation and dissemination of e-certificates of attendance. Design and specifications are subject to the approval of the TPB. • Dissemination of copies of presentation decks and recorded sessions • Provision of consolidated output of photo, video/raw recordings, and other documentation of the whole learning session one week after each session stored in a flash drive or hard drive • Administration of post-event evaluation (template to be provided by TPB) and preparation of summary, interpretation, and evaluation of data received. • Provision of administrative expenses for coordination/alignment meetings and debriefing within the TPB amounting to but not more than PHP 30,000.00 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT IMPLEMENTATION AND DELIVERY SCHEDULE		
PARTICULAR/S	TIMELINE (INDICATIVE)	
1. Timeline and Gantt Chart	Within one (1) week upon issuance of NTP	6.
2. Concept, topics, program, course outline, proposed speakers, host/moderator for the 3 sessions		
3. Mock-up designs of posters (based on the approved theme) for the three (3) sessions	Five (5) days upon approval of the concept	
4. Registration form, speakers' profile, poster design, streaming platform, and other pre-event requirements	Session 1: Three (3) days upon approval of mock-up design Session 2: Last week of June 2025 Session 3: Last week of August 2025	
5. Dry run	Session 1: 3rd week of March 2025 Session 2: 3rd week of June 2025 Session 3: 2nd week of September 2025	
6. Conduct of event proper	Indicative dates: Session 1: 2 April 2025 Session 2: 9 July 2025 Session 3: 24 September 2025	
7. Post-event requirements	Five (5) days after the event proper per session	
8. Overall completion of services required for the implementation of the project	End- Third week of October 2025	
9. Post-event report, data analytics report, database, and all recorded content		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

7.	ADDITIONAL TECHNICAL REQUIREMENTS	<ul style="list-style-type: none"> • Submit a list of completed virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics for at least the past three (3) years in the private and government offices. Government offices must submit at least one of the following: <ul style="list-style-type: none"> a. Notice of Award (NOA) b. Purchase Order (P.O.) c. Event Contract, and/or Notice to Proceed (NTP) • Submit a customized proposal tailor-fit (not generic) to the audience’s needs and objectives including a course outline. • Submit a roster of subject matter experts (one per session) and host/moderator (one per session) for TPB to choose from with their respective Curriculum Vitae. • Submit proof of a licensed Zoom account that will host the entire online meeting/training. 																		
8.	APPROVED BUDGET FOR THE CONTRACT (ABC)	The ABC is SEVEN HUNDRED THOUSAND PESOS ONLY (PHP 700,000.00) inclusive of all applicable taxes. The bid amount shall not exceed the ABC.																		
9.	TERMS OF PAYMENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">TRANCHE</th> <th style="width: 60%;">PARTICULARS/ MILESTONES</th> <th style="width: 30%;">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st</td> <td> Upon approval by TPB of timeline/Gantt Chart Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the first session Upon approval of mock-up designs of posters (based on the approved theme) for the first session </td> <td style="text-align: center;">15% of the total contract price</td> </tr> <tr> <td style="text-align: center;">2nd</td> <td> Upon completion of the 1st Session and its post-meeting requirements Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the second and third sessions Upon approval of mock-up designs of posters (based on the approved theme) for the second and third sessions </td> <td style="text-align: center;">35% of the total contract price</td> </tr> <tr> <td style="text-align: center;">3rd</td> <td>Upon completion of 2nd and 3rd Sessions and their post-meeting requirements</td> <td style="text-align: center;">40% of the total contract price</td> </tr> <tr> <td style="text-align: center;">4th</td> <td>Upon submission of post-event report</td> <td style="text-align: center;">10% of the total contract price</td> </tr> <tr> <td></td> <td>TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	TRANCHE	PARTICULARS/ MILESTONES	TERMS OF PAYMENT	1st	Upon approval by TPB of timeline/Gantt Chart Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the first session Upon approval of mock-up designs of posters (based on the approved theme) for the first session	15% of the total contract price	2nd	Upon completion of the 1st Session and its post-meeting requirements Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the second and third sessions Upon approval of mock-up designs of posters (based on the approved theme) for the second and third sessions	35% of the total contract price	3rd	Upon completion of 2nd and 3rd Sessions and their post-meeting requirements	40% of the total contract price	4th	Upon submission of post-event report	10% of the total contract price		TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	100%
TRANCHE	PARTICULARS/ MILESTONES	TERMS OF PAYMENT																		
1st	Upon approval by TPB of timeline/Gantt Chart Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the first session Upon approval of mock-up designs of posters (based on the approved theme) for the first session	15% of the total contract price																		
2nd	Upon completion of the 1st Session and its post-meeting requirements Upon approval of the concept, topics, program, course outline, proposed speakers, host/ moderator for the second and third sessions Upon approval of mock-up designs of posters (based on the approved theme) for the second and third sessions	35% of the total contract price																		
3rd	Upon completion of 2nd and 3rd Sessions and their post-meeting requirements	40% of the total contract price																		
4th	Upon submission of post-event report	10% of the total contract price																		
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	100%																		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

10.	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until full implementation of the deliverables but should not exceed 31 December 2025.	
------------	---	--

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date