

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE 2025 TIME OF REFLECTION (TOR)

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
SCOPE OF WORK/SERVICES/DELIVERABLES		
1	<p>INDICATIVE PROGRAM - WELLNESS RETREAT</p> <p>•Day 1:</p> <ul style="list-style-type: none"> 07:00 AM - Depart TPB 09: 30 AM - Arrival at the Venue and Registration 10: 00 AM - Opening and Program Proper morning session 12:00 PM - Lunch break 1:30 PM - Resumption of the Program afternoon session - PM snacks will be served 5:00 PM - End of session - Dinner will be served <p>•Day 2:</p> <ul style="list-style-type: none"> 07:00 AM - Depart TPB 09: 30 AM - Arrival at the Venue and Registration 10: 00 AM - Opening and Program Proper morning session 12:00 PM - Lunch break 1:30 PM - Resumption of the Program afternoon session - PM snacks will be served 5:00 PM - End of session - Dinner will be served <p>•Day 3:</p> <ul style="list-style-type: none"> 06:00 AM - Breakfast 9:00 AM - Morning Session - AM snacks will be served - End of session 12:00 NN - Lunch break 2:00 PM - Return to TPB Office - Packed PM Snacks to be provided 	
2	Provide at least two (2) Facilitators of wellness activities to facilitate the intervention based on the above indicative program	

3	<p>Transportation Service</p> <p>A. Resource Speaker Transportation</p> <ul style="list-style-type: none"> • One (1) Vehicle transportation for the Resource Speakers from the identified point of origin to the venue and vice versa <p>B. Participants Transportation</p> <ul style="list-style-type: none"> • Four (4) units of van or three (3) units of coaster or one (1) bus (2018 or higher model) • With comprehensive travel insurance • Fully air-conditioned, clean, comfortable, presentable, and in good running condition • Provision of a fire extinguisher, cooler for water/ beverages, 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 <p>C. Driver Requirements:</p> <ul style="list-style-type: none"> • Must be holder of VALID Professional Driver’s License • With 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 <p>Other requirements:</p> <ul style="list-style-type: none"> • Submit the following prior to activity schedule: <ul style="list-style-type: none"> - OR and CR of the BUS to be used - List of Drivers and copies of LTO issued Driver’s License • Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one-hour • Inclusive of gasoline, parking, toll fees, driver’s meals, accommodation, overtime pay and other incidental cost. 	
4	<p>Venue: Preferably in Batangas, Cavite or Antipolo area</p> <ul style="list-style-type: none"> • With natural open space (preferably with grass and trees) to conduct group discussions and activities • With facilities and /or amenities for the conduct of wellness activities • Medical personnel available in case of emergency 	
5	<p>Accommodation: 3-Star Hotel or equivalent type for other accommodation facilities</p> <ul style="list-style-type: none"> • Overnight stay for 35 pax; minimum guarantee 25 pax 	

	<ul style="list-style-type: none"> • At least double sharing rooms minimum guarantee of 15 rooms • Subject to final rooming list before the event 	
6	<p>Function/ Activity Room</p> <ul style="list-style-type: none"> • Provision of function room with dressed tables and chairs that can accommodate 35 pax with proper physical distancing if applicable to proposed wellness activities • 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; if applicable to proposed wellness activities • Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables; • Registration table; • 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; • Designated Wi-fi access within the function/ activity room; • Direct LAN port connection and set-up for the TPB technical staff; 	
7	<p>Food and Beverage: 35 pax</p> <ul style="list-style-type: none"> • AM and PM snacks inclusive of one round of drinks/refreshments • Managed buffet Lunch and Dinner inclusive of one round of soft drinks or iced tea for beverage • 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: <ul style="list-style-type: none"> - All dinnerware and glassware necessary for the event - Waiters/Service personnel clad in clean uniforms - Buffet Table with setting - Clean linens 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 	

8	Incidental, other miscellaneous and on-site related expenses amounting to Php15,000.00 supported by an official receipt, acknowledgment receipt, or its equivalent.	
9	Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation. <ul style="list-style-type: none"> • Must be flexible and could adjust immediately to urgent requirements without additional costs to the client. • Other arrangements that may be mutually agreed upon by the TPB. 	
10	QUALIFICATIONS Must be owned, legally registered under Philippine laws, and must be in operation for the last three (3) years. Submit DTI/SEC/CDA, as applicable.	
11	Bidder must have at least three (3) years of experience in organizing and facilitating similar activities. Submit Company Profile.	
12	Bidder must submit valid DOT Accreditation Certificate	
13	Bidder must submit proposed outline with schedule of wellness activities	
14	PROJECT IMPLEMENTATION SCHEDULE: 10-12 APRIL 2025	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date