

**Reference No. TPB-PR-2015.06.0309**

## **REQUEST FOR PROPOSAL**

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

**Project: ACCOMMODATION, MEETING VENUE AND FOOD & BEVERAGES**  
**TPB Strategic Planning Workshop (Mid-Year)**  
**8 - 9 July 2015**

## **TERMS OF REFERENCE**

### **I. BACKGROUND**

Tourism Promotions Board (TPB) will be staging it's mid-year Strategic Planning Workshop for its Management Committee (MANCOM) members on 08-09 July 2015 in preparation for 2016 Targets, Work Program and Corporate Operating Budget.

### **II. REQUIREMENTS AND CONDITIONS:**

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: at least 1 kilometer away from TPB Office
3. Food/Meal for the Workshop (2days)
  - a. AM & PM Snacks inclusive of one round of soft drinks or iced tea
  - b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage
  - c. Buffet or Set Dinner inclusive of one round of soft drinks or iced tea and ice for beverage
  - d. Flowing coffee/tea for the participants while the event is on-going
  - e. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
  - f. Drinking water shall be provided for the participants
  - g. Food served shall be fresh, hot and ready at least 30 minutes before each meal.

4. Room Requirement (1night)
  - a. Maximum room requirement: 15 rooms
  - b. Inclusive of one buffet breakfast for single occupancy and two breakfast for twin occupancy
  - c. Superior Room - minimum category for all rooms
  - d. Bottle mineral water
  - e. Coffee and tea making facilities
  - f. Wifi access per room
  
5. Arrangement Set-Up
  - a. All dinnerware and glassware necessary for the event
  - b. Waiters/Service Personnel clad in clean uniforms
  - c. Buffet Table with setting
  - d. Clean linens with motif as specified/required for the event
  - e. Chairs and rectangular or u-shaped during workshop
  - f. Round-table set-up during dinner
  - g. Set-up ready one hour before the start of the session in the morning
  
6. Venue

Provision of other facilities/services free of charge, as follows:

  - Conference set-up good for 30 pax
  - Lobby and Function Room signages
  - Registration table with telephone
  - Microphones with stand (at least 3)
  - Existing Light and Sound System
  - Whiteboard with marker and eraser
  - Flipcharts with permanent markers (2 sets)
  - LCD Projector Screens (at least 2)
  - Rostrum
  - Wifi access in the meeting room
  
7. Other Requirements

Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

### **III. Eligibility Requirements:**

1. Must be Filipino owned, operated and legally registered events venue / hotel under Philippine laws;
2. Must have experience in holding/staging social events and functions for international conferences, meetings, congresses, et. al.;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

### **IV. Technical / Legal Eligibility Documents:**

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

### **Approved Budget for the Contract (ABC)**

Approved budget for the contract is Php 285,000.00 inclusive of all applicable taxes broken down as follows:

P 75,000.00 – for accommodation

P210,000.00 – for meeting venue and food and beverage

**Bids exceeding the budget shall be disqualified.**

For particulars please contact: Ms. Marivic Sevilla Corporate Planning and Business Development Department Tel No: 5259318 loc. 278
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### **INSTRUCTION TO BIDDERS:**

Please submit your technical/legal eligibility requirements and financial proposals in sealed envelope addressed to the Procurement and General Services Division, to be submitted on or before 26 June 2015, 10:00 A.M. c/o Roselle D. Romero, Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (tel. no. 525-9318 loc. 246/214).

18 June 2015

**NILO C. ABON**

Officer – In – Charge

Procurement and General Services Division