

**Venue, Food & Beverage and Accommodation**  
**Conduct of TPB Initiated Pocket Regional Travel Exchange**  
**August 16-19, 2018**  
**TECHNICAL SPECIFICATION**

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**I. BACKGROUND**

The Tourism Promotions Board (TPB) will conduct the 2nd Regional Travel Fair on 16-19 August 2018 in time for the “Kadayawan sa Davao”.

The Travel Fair will be a 4–day event that will showcase a 3-day Business-to-Consumer (B2C) selling of domestic packages and a half-day Business-to-Business (B2B), to be participated in by invited DOT accredited tour operators nationwide. This is also a great opportunity to sell other domestic tour packages in time for the coming lean season.

In order to highlight each region, development of strategies to identify travel determinants, demands and market mix and segments are extremely important. Various events and festivals are the most frequently utilized ways of stimulating growth in domestic tourism. Partnerships and collaborations among TPB, DOT Regional offices, LGUs and RTOs enable regions to present a coordinated voice and facilitate opportunities for more investments in this highly complex and competitive environment resulting to positive outcomes.

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| <b>LOT # 1</b> | <b>Conduct of TPB Initiated Pocket Regional Travel Exchange</b> | <b>ABC<br/>Php 900,000.00</b> |
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**SCOPE OF WORK/DELIVERABLES:**

| Requirements  | Particular  |  |                                    |
|---|---|--|------------------------------------|
| Room Accommodation in Davao City inclusive of breakfast   | TPB Secretariat and Officials   | 1 Single Deluxe room x 5 nites<br>1 Twin Deluxe with adjacent room x 5 nites | August 15-20, 2018                 |
|   |   | 6 Twin Deluxe sharing x 4 nites  | August 16-20, 2018                 |
|   | DOT Regions Twin Sharing  | 1 Twin Deluxe room x 5 nites<br>9 Twin Deluxe rooms x 4 nites                | August 15-20<br>August 16-20, 2018 |
|   | Tour Operators (Buyers/Sellers) Twin Sharing  | 28 Twin Deluxe rooms x 3 nites   | August 16-19, 2018                 |
| Food and beverage<br>August 16, 2018  | 50 plated breakfast or lunch good for 50 pax with coffee or juice. TPB secretariat will advised the flight details<br>Due to early arrival of the guests  |  |                                    |
| Venue and catering<br>Date: August 16, 2018<br>Menu to be submitted and approved by TPB Secretariat | 2:30 B2B Networking (100 pax)<br>Class room Set-up (30 tables, 4 chairs per table )<br><ul style="list-style-type: none"> <li>• Pica-Pica</li> <li>• Flowing coffee with cookies /pastries and peanuts</li> </ul> |  |                                    |

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|---|---|
|   | <p>7:00 Welcome Dinner 100-150</p> <ul style="list-style-type: none"> <li>• Complimentary use of function hall</li> <li>• Standard banquet set up.</li> <li>• Free flowing coffee.</li> <li>• Complimentary use of projector and widescreen, sound system and microphones.</li> <li>• Lectern</li> <li>• Complimentary 1 round of juice or soda</li> </ul>  |
| <p>Venue for the forum with catering on 17 August 2018</p>  | <p>On 17 August 2018:<br/> <u>Forum: Banquet set-up for 100pax</u></p> <ol style="list-style-type: none"> <li>1. Audio and Visual Equipment       <ol style="list-style-type: none"> <li>a. Mixing console</li> <li>b. DVD player</li> <li>c. Microphones (wired / wireless)</li> <li>d. Mobile projector screen (10.5 x 14ft screen)</li> <li>e. Podium with gooseneck microphone</li> </ol> </li> <li>2. Stage Panels (4x8ft per panel), Banquet Chairs with seat covers, IBM Tables with linens, Red Carpet</li> <li>3. Event Services and Banquet Team on standby to assist during set up and event proper</li> <li>4. Centralized air con during the event proper</li> <li>5. Registration table outside the function room</li> </ol> <p><u>Buffet Lunch and cocktails good for 100 persons</u></p> <ul style="list-style-type: none"> <li>• One round of softdrinks or iced tea</li> <li>• Table centerpieces</li> <li>• Full waiter service</li> </ul> |
| <p>II. ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> <li>• Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</li> </ul> <p>III. SPECIAL/ADDITIONAL REQUIREMENTS</p> <p>Hotel must be:</p> <ul style="list-style-type: none"> <li>• Hotels and resorts should be DOT-accredited and deluxe.</li> <li>• Willing to provide services on “send-bill” arrangement.</li> <li>• Must be in Davao within 6 kms from Davao International Airport</li> <li>• 4-Star Hotel</li> </ul> <p>III. INVITATION TO SUPPLIERS</p> <p>The winning bidders shall be determined in accordance with the process of R.A. 9184 and it’s 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.</p> <p>IV. PROJECT OFFICERS/CONTACT PERSONS</p> <p>MICHELLE ALCANTARA<br/> Domestic Promotions Department<br/> Email address: michelle_alcantara@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268</p> |   |

