

TERMS OF REFERENCE (TOR)

Procurement of Meeting Venue and Food & Beverage Requirements for the one-day Post-Audit Workshop on Return on Marketing Investment (ROMI) Computation and Project Evaluation System Establishment

PROJECT:

The Tourism Promotions Board (TPB), together with the Human Resource Innovations and Solutions Inc., will conduct a one-day Post-Audit Workshop on 17 April 2019 to check the application of the theories and procedures introduced during the Workshop on Return on Marketing Investment (ROMI) Computation and Project Evaluation System Establishment.

DATES: 17 April 2019

NO. OF PARTICIPANTS: 60 participants

OBJECTIVES:

This project requires the engagement of a Manila-based hotel for the provision of meeting venue and food & beverage during the conduct of the Post Audit Workshop on ROMI Computation and Project Evaluation System Establishment.

SCOPE OF DELIVERABLES:

I. VENUE

Provision of facilities/services as follows:

- Twelve (12) Cluster set-up good for 60 pax (with enough space to move around)
- Two (2) Secretariat table set-up at the back with three (3) chairs each
- At least six (6) Easel boards with Easel sheets
- Whiteboard with marker and eraser
- Two (2) LCD Projectors (rental included in the package) with Wide Screens
- Lobby and Function Room signages
- Registration table with telephone
- Microphones (minimum 4 pieces)
- Existing Light and Sound System
- Wi-Fi access in the meeting room
- Pencils and pads
- Mints and candies
- At least ten (10) complimentary parking passes

REQUIREMENTS AND CONDITIONS

- Must be a DOT- accredited establishment.
- Must have an existing credit line with TPB or would allow send-bill arrangement
- Distance: within two (2) kilometre radius from TPB Office (3-4 star hotel located at the Bay Area)

II. FOOD/MEAL FOR THE WORKSHOP

- Provision of the following meals good for 60 persons
 - Morning and Afternoon Snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta)
 - Managed Lunch Buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course excluding rice)

ARRANGEMENT SET-UP

- Flowing brewed coffee/tea for the participants while the event is on-going
- Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
- Drinking water shall be provided to the participants
- Food to be served should be fresh, hot and ready at least 30 minutes before each meal.
- Waiters/Service Personnel clad in clean uniforms
- Buffet Table with setting
- Set-up ready at least one hour before the start of the morning session
- Designation of a banquet coordinator

III. APPROVED BUDGET FOR CONTRACT

ONE HUNDRED EIGHT THOUSAND PESOS (Php 108,000.00) inclusive of all applicable taxes.

IV. TERMS OF PAYMENT:

- The supplier should have a Landbank account. Payment 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.

For particulars, please contact:

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