

## **TERMS OF REFERENCE (TOR)**

Procurement of Meeting Venue and Food and Beverage for "A Revisit in Understanding ISO 9001:2015 QMS Principles, Requirements and their Applications"

### **PROJECT:**

The Tourism Promotions Board {TPB}, together with its Consultant or Consulting Firm will be conducting a two-day workshop for "A Revisit in Understanding ISO 9001:2015 QMS Principles, Requirements and their Applications" on 14-15 May 2019 in the enhancement of TPB's ISO 9001:2015 Quality Management System.

**NO. OF DAY/S:** Two {2} days

**NO. OF PARTICIPANTS:** 35 Persons

**BUDGET:** P 105,000.00-for meeting venue and food & beverage

### **OBJECTIVES:**

This project requires the engagement of a Manila-based hotel for the provision of food/meals and venue as well as accommodation during the conduct of the ISO 9001:2015 Trainings.

### **REQUIREMENTS AND CONDITIONS:**

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: within 4 kilometer radius from TPB Office (at least 4 star hotel)
3. Food/M meal for the Workshop
  - a. AM & PM Snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta)
  - b. Buffet Lunch inclusive of one round of soft drinks or iced tea and ice for beverage (minimum of 4 kinds of main course)
  - c. Flowing brewed coffee/tea for the participants while the event is on-going
  - d. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
  - e. Drinking water shall be provided for the participants
  - f. Food served shall be fresh, hot and ready at least 30 minutes before each meal.

4. Arrangement Set-Up
  - a. Designated banquet coordinator
  - b. Round table set-up
  - c. Set-up ready one hour before the start of the session in the morning

5. Venue

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

- Round table set-up good for 35 pax
- Whiteboard with marker and eraser
- Philippine Flag
- LCD Projector and Screen
- Lobby and Function Room signages
- Registration table with telephone
- Microphones (wireless; minimum 4 pieces)
- Extension cords (minimum of 6 pieces)
- Existing Light and Sound System
- Pencils and pads
- Mints and candies

6. Concession

Complimentary one (1) overnight room accommodation with breakfast {14-15 May 2019}

7. Other Requirements

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

Approved Budget for the Contract (ABC) inclusive of all applicable taxes is **P105,00.00**