

## TERMS OF REFERENCE (TOR)

Procurement of Meeting Venue, Food and Beverage for the Regular Monthly Technical Working Group Meeting of Philippine Investment Promotion Plan

### PROJECT:

The Tourism Promotions Board (TPB), as member of Philippine Investment Promotion Plan, will be hosting the regular monthly Technical Working Group (TWG) Meeting of PIPP this ~~30 April 2019~~ <sup>16 May 2019</sup> *AW*.

PIPP is an aggrupation of nineteen (19) investment promotion agencies (IPA) across the country that promotes a unified Philippine branding in terms of investment promotions. A tradition of PIPP is to host its regular monthly meeting on a rotation basis in order to get updates and recent development from host-IPAs and at the same time, an opportunity to share best practices to other members.

### OBJECTIVES:

This project requires the engagement of a Manila-based hotel for the provision of food/meals and venue during the PIPP TWG Regular Monthly Meeting.

**NO. OF PARTICIPANTS:** 45-50 Persons

### REQUIREMENTS AND CONDITIONS:

1. Existing Credit Line with TPB and must be DOT Accredited
2. Distance: at least 1 kilometer away from TPB Office (preferably not higher than 4 star hotel located at the Bay Area)
3. Food/Meal for the Meeting
  - a. Morning snacks inclusive of one round of soft drinks or iced tea (Preferred 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 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. Set-up ready one hour before the start of the meeting
  5. Venue  
Provision of other facilities/services free of charge, as follows:
    - LCD Projector and Screen
    - Lobby and Function Room signages
    - Registration table with telephone
    - Microphones (wireless; minimum 4 pieces)
    - Extension cords (minimum of 2 pieces)
    - Existing Light and Sound System
    - Pencils and pads
    - Mints and candies
  6. Other Requirements  
Other arrangements that may be mutually agreed upon by the TPB and the service provider.

**APPROVED BUDGET FOR CONTRACT (ABC)**

**Seventy Five Thousand Pesos (PHP 75,000.00)** inclusive of all applicable taxes.

For particulars, please contact the following:

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