

TERMS OF REFERENCE (TOR)

Procurement of Meeting Venue and Food and Beverage for “ISO 9001:2015 Awareness”

PROJECT:

The Tourism Promotions Board (TPB), together with its Consultant or Consulting Firm will be conducting a two-day workshop for “ISO 9001:2015 Awareness” on 24 and 31 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 5 kilometer radius from TPB Office (at least 4 star hotel)
3. Food/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. 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 **P105,000.00**