

TECHNICAL SPECIFICATIONS

CATERING SERVICES REQUIREMENTS OPENING AND CLOSING MEETING OF TPB's QUALITY MANAGEMENT SYSTEM ISO 9001:2015 INTERNAL AUDIT

REQUIREMENTS:

The Tourism Promotions Board (TPB) is seeking a competent and experienced service provider to handle the Catering Services requirements for a 2-day Meeting of "ISO 9001:2015 Internal Quality Audit"

DATE: 21 and 23 January 2020

NO. OF PARTICIPANTS: 70 participants

I. SPECIFICATIONS:

1. Food/Meal for the Meeting
 - 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)
AM Snack – 9:00 am, Buffet Lunch – 12:00 nn and PM Snack – 3:00 pm
 - c. Flowing brewed coffee/tea for the participants while the event is on-going
 - d. Drinking water (cold and warm) shall be provided for the participants
 - e. Food served shall be fresh, hot and ready at least 30 minutes before meal.
2. Arrangement Set-Up
 - a. All dinnerware and glassware necessary for the event
 - b. Waiters/Service Personnel clad in clean uniforms
 - c. Buffet Table with setting
 - d. Set-up ready one hour before the start of the event

II. ELIGIBILITY REQUIREMENTS

1. Must have an existing credit line with TPB or would allow send-bill arrangement
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

III. APPROVED BUDGET FOR THE CONTRACT

SEVENTY THOUSAND PESOS (Php 70,000.00) inclusive of all applicable fees and taxes

IV. TERMS OF PAYMENT

1. Supplier must have a Landbank account. Payment will be made through LBP bank deposit
2. 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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