

**TOURISM PROMOTIONS BOARD
COMPLIANCE TO LEGAL DOCUMENTS**

Requirements: Function/Meeting Room and F&B

Project Title: Tourism & Technology Forum | 17-18 March 2021

LEGAL DOCUMENTS	REMARKS (COMPLIANT/NOT COMPLIANT)	
	(Property 1)	(Property 2)
2021 Mayor/Business Permit / License		
SEC / DTI Registration Certificate		
PhilGEPS Registration Certificate		
Revised Omnibus Sworn Statement		
DOT Certificate of Accreditation		
DOT Certificate of Authority to Operate (CAO)		
BIR Registration / TIN		
Latest Income/Business Tax Return Certificate		
Secretary's Certificate		
Company Profile		

Remarks: Eligible / Ineligible

Signature Over Printed Name/Date

TOURISM PROMOTIONS BOARD
RATING SHEET FOR THE TECHNICAL PROPOSAL FOR THE LEASE OF VENUE

Requirements: Manila Accommodation and F&B

Project Title: Tourism & Technology Forum | 17-18 March 2021

	RATING FACTORS	WEIGHT (%)	RATING	
			Property 1	Property 2
A.	Availability/Location	100		
	a. Function Room: 17-18 March 9:00AM – 5:00PM (Actual Event)	(30)		
	b. Function Room : 17 March 12:00mn (Ingress) (16 March 2021 early ingress is not required but preferred if provided)	(20)		
	c. Secretariat Room : 17-18 March	(20)		
	d. DOT-classified Staycation Hotel permitted to hold essential MICE events	(20)		
	e. Located within ten (10) kilometers from Tourism Promotions Board	(10)		
B.	Room Requirements	100		
	Secretariat Room (20)			
	a. Capacity: 20-30 pax (following current social distancing measures) *with area for boardroom set up/ table for 10pax and additional IBM and chairs within the room, as needed	(10)		
	b. Provision of hot and cold water dispenser/ station	(5)		
	c. Provision of power outlet and	(5)		

	extension cords and other physical and technical requirements, as needed			
	Function Room (80)			
	a. Capacity: 120-150 pax classroom set up (following current social distancing measures) *with enough area for LED screens, stage for 3-4pax panel speakers and tech booth	(20)		
	b. Height clearance should be no less than five (5) meters (to accommodate LED screens/ walls)	(20)		
	c. Complimentary Wi-Fi for guests and high speed internet for the technical requirements of the event	(10)		
	d. Complimentary use of available LCD Screen and Projector	(10)		
	e. Availability and provision of podium, placeholders, extension cords, microphones and microphone stands, lounge chairs on stage, IBTM tables with linen and stage risers, as needed	(10)		
	f. Assistance during physical and technical set up, as needed	(10)		
C.	Food & Beverage	100		
	a. Availability of an in-house food & beverage/ banquet facility	(10)		
	b. Catering for 120-150 pax of the following: <ul style="list-style-type: none"> • Free-flowing coffee and tea • Hot and cold water dispenser • Light snacks AM/PM (2x each day x 2days) • Lunch (1x each day x 2 days) 	(40)		
	c. Service Requirements: Themed	(20)		

	managed sit down service set up			
	d. Must be able to provide uniformed and well-trained banquet service personnel; and a dedicated Event Sales Leader to attend to all arrangements	(10)		
	e. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)	(10)		
	f. Provision of special rate for speakers/ VIP and staff meals (organizers/ tech team)	(10)		
D.	Innovative/ New Normal Feature	100		
	a. Venue must showcase actual use of innovations/ state-of-the-art technology to efficiently service customers and ensure the safety and cleanliness of the premises			
E.	Other Requirements	100		
	a. Must be a DOT-accredited establishment (equivalent/ higher certification such as star-rating satisfies the requirement)	(10)		
	b. Availability of parking space for 100pax and passes for TPB official vehicles, delegates and speakers	(5)		
	c. Compliance with the safety standards and precautionary measures established by DOT for accommodation facilities and event venues	(15)		
	d. No down payment should be required by the hotel in its proposal	(10)		
	e. Must be willing to extend FOC or preferential rates	(10)		
	f. Provision of special rate for speakers/ VIP and staff meals (organizers/ tech team)	(10)		

	g. Must be willing to accept a send-bill-arrangement with the TPB	(10)		
	h. Payment term is 30-days upon receipt of invoice	(10)		
	i. Establishment must have a Certificate of Authority to Operate (CAO) under the General Community Quarantine (GCQ) / Modified GCQ from the Department of Tourism (DOT), as applicable	(20)		

	RATING FACTORS	WEIGHT (%)	RATING	
			Property 1	Property 2
A.	Availability/Location	X (.20) =		
B.	Room Requirements	X (.20) =		
C.	Food and Beverage	X (.20) =		
D.	Innovative/ New Normal Feature	X (.20)=		
E.	Other Requirements	X (.20)=		
FACTOR VALUE				

Signature over printed name/Date

	RATING FACTORS	WEIGHT (%)	RATING	
			Property 1	Property 2
A.	Availability/Location	100		
	a. Function Room : 17-18 March (Actual Event)	(30)		
	b. Function Room : 16 March (Ingress)	(15)		
	c. Secretariat Room : 17-18 March	(15)		
	d. 4 – 5 star Hotel	(10)		
	e. Allowed for Staycation by DOT	(20)		
	f. Located within ten (10) kilometers from Tourism Promotions Board	(10)		
B.	Room Requirements	100		
	Secretariat Room (20)			
	a. Capacity: 20-30 pax (following current social distancing measures) *with area for boardroom set up/ table for 10pax and additional IBM and chairs within the room, as needed	(10)		
	b. Provision of hot and cold water dispenser/ serviced	(5)		
	c. Provision of power outlet and extension cords and other physical and technical requirements, as needed	(5)		
	Function Room (80)			
	a. Capacity: 120-150 pax classroom set up (following current social distancing measures) *with enough area for LED screens, stage for 3-4pax panel speakers and tech booth	(20)		
	b. Height should be no less than five (5) meters (to accommodate LED screens/ walls)	(20)		

	c. Complimentary wifi for guests and high speed internet for the technical requirements of the	(40)		

	event			
	d. Complimentary use of available LCD Screen and Projector / LED TV	(10)		
	e. Availability and provision of podium, placeholders, extension cords, microphones and microphone stands, lounge chairs on stage, IBTM tables with linen, stage risers, as needed	(10)		
	f. Assistance for physical and technical set up, as may be needed	(10)		
C.	Food & Beverage	100		
	a. Availability of an in-house food & beverage/ banquet facility	(10)		
	b. Cater for 120-150 pax of the following: <ul style="list-style-type: none"> • Free-flowing coffee and tea • Light snacks AM/PM (2x each day x 2days) • Lunch (1x each day x 2 days) • Hot and cold water dispenser 	(40)		
	c. Service Requirements: Themed managed buffet/ sit down service set up	(20)		

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	d. Must be able to provide uniformed and well-trained banquet service personnel; and a dedicated Event Sales Leader to attend to all arrangements	10		
	e. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)	10		
	f. Provision of special rate for speakers/ VIP and staff meals (organizers/ tech team)	10		
D.	Innovative/ New Normal Feature	100		
	a. Venue must display use state-of-the-art technology to efficiently service customers and ensure the safety and cleanliness of the premises			
E.	Other Requirements	100		
	a. Must be a DOT-accredited establishment (equivalent/ higher certification such as star-rating satisfies the requirement)	(10)		
	b. Availability of parking space for 100pax and passes for TPB official vehicles, delegates and speakers	(5)		
	c. Compliance with the safety standards and precautionary	(15)		

	measures established by DOT			
	for accommodation facilities No down payment should be and event venues required by the hotel in its proposal	10		
	Must be willing to extend FOC or	10		
	preferential rates			
	a. Provision of special rate for speakers/ VIP and staff meals (organizers/ tech team)	10		
	Must be willing to accept a send-bill- arrangement with the TPB	10		
	Payment term is 30-days upon	10		

	receipt of invoice			
	Establishment must have a Certificate of Authority to Operate (CAO) under the General Community Quarantine (GCQ) / Modified GCQ from the Department of Tourism (DOT), as applicable	20		