

TECHNICAL SPECIFICATIONS FOR VENUE RENTAL AND F&B

Updated as of 19 November 2019 v3

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (*Bidders are required to take note of the * portion at the last page of this form before filling up the required columns*):

REQUIREMENT	Lease of Venue - Function Room with F&B		
PROJECT TITLE	Tourism & Technology Forum 17-18 March 2021		
APPROVED BUDGET COST (ABC)	PHP 550,000.00		
STATEMENT OF COMPLIANCE			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
(Property Name)			
I. Availability			
a. Secretariat Room Dates: 17-18 March 2021 b. Function Room Dates: 17-18 March 2021 9:00am – 5:00pm (actual event) *17 March 2021 12:00mn latest ingress (16 March 2021 early ingress is not required but preferred if provided)			
II. Location / Site Condition / Neighborhood Data			
a. Located within ten (10) kilometers from the Tourism Promotions Board office b. Must be a DOT-classified Staycation Hotel permitted to hold essential MICE events			
III. Secretariat Room			
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			
b. With hot and cold water dispenser/ station			
c. With power outlet and extension cords and other physical and technical requirements, as needed			
IV. Function Room			
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			
b. Height clearance should be no less than 5 meters (to accommodate LED screens/ walls)			
c. Complimentary Wi-Fi for guests and high speed internet for the technical requirements of the event			

d. Complimentary use of available LCD Screen and Projector			
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			
f. Assistance during physical and technical set up, as needed			
g. Availability of an in-house food & beverage/ banquet facility			
V. Food and Beverage			
a. Availability of an in-house food & beverage/ banquet facility			
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) 			
c. Service Requirements: Themed 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			
e. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)			
f. Special rate for speakers/ VIP and staff meals (organizers/ tech team)			
VI. Innovative/ New Normal Feature			
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			
VII. Other Requirements			
a. Must be a DOT-accredited establishment (equivalent/ higher certification such as star-rating satisfies the requirement)			
b. Availability of parking space for 100 pax and passes for TPB official vehicles, delegates and speakers			
c. Compliance with the safety standards and precautionary measures established by DOT for accommodation facilities and event venues			
d. No down payment should be required by the hotel in its proposal			
e. Must be willing to extend FOC or preferential rates			
f. Must be willing to accept a send-bill-arrangement with the TPB			
g. Payment term is 30-days upon receipt of invoice			
h. 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			
i. Designation of a point person who will coordinate with TPB <ul style="list-style-type: none"> • Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client • Other arrangements that may be mutually agreed upon by the TPB 			

**Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.*

Offered Quotation in Words:		
Offered Quotation in Figures:		
Signature Over Printed Name of Bidder	Position / Company	mm / dd / year