

**TOURISM PROMOTIONS BOARD  
REGULAR BOARD OF DIRECTORS' MEETING  
APRIL 2021 VIA ZOOM MEETING**

**TERMS OF REFERENCE**

Food and Beverage

**BACKGROUND**

As we are all aware, the COVID 19 pandemic has greatly affected the tourism industry including the convening of significant meetings which are now mostly conducted virtually.

The Tourism Promotions Board (TPB) aims to tackle important matters regarding various projects of TPB to ensure the proper implementations and compliance of its projects.

Since the implementation of Modified Enhanced Community Quarantine in May 2020, the Tourism Promotions Board regularly conducts its monthly virtual board and committee meetings upholding the safety of its board members and other concerned officials while servicing the tourism stakeholders.

With board meetings organized virtually and are usually lasting for 2-3 hours, planning and discussing over food can set a more productive discussion in achieving a specific goal. Additionally, it sets the platform for a more relaxed atmosphere, and invites alternate conversation for a laid-back agenda.

In appreciation to the continuous support and consistent call to action of the Tourism Board Members and concerned TPB Officials, food and beverage with delivery services to their respective addresses is being recommended for the upcoming Virtual TPB Regular Board of Directors' Meetings on November and December, respectively.

**REQUIREMENTS:**

In support to the current plight of the tourism industry, the Tourism Promotions Board (TPB) is seeking the engagement of a Manila-based DOT accredited restaurant for the provision of food and beverage requirements and delivery to the respective addresses of the attendees of the above-mentioned meeting.

**SPECIFICATIONS:**

1. Existing Credit Line with TPB and must be DOT Accredited
2. Food and Beverage
  - a. Food Sets (Lunch) inclusive of one round of beverage with at least three (3) menu options
  - b. Food served shall be fresh, hot and ready at least 30 minutes or an hour before the meeting
  - c. Can arrange food delivery outside Metro Manila
  - d. Minimum guarantee of 30 pax
3. Other Concerns
  - a. Actual number of pax and final schedule of meeting is subject to be confirmed One (1) week before the event
  - b. Provide cost per head in case of additional person
  - c. Any other arrangements that may be mutually agreed upon by the TPB and the service provider

**LEGAL ELIGIBILITY:**

- Must be DOT-accredited
- DTI-Business Registration/SEC Certificate
- Mayor's Permit or Permit / License to Operate
- BIR Registration with TIN
- PhilGeps Certificate
- Company Profile

**BUDGET:**

The estimated budget is **TWENTY-FIVE THOUSAND PESOS (PHP 25,000.00)**, inclusive of all applicable taxes.

**CONTACT PERSON:**

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