

## TECHNICAL SPECIFICATIONS FOR VENUE RENTAL, ACCOMMODATION 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):

<b>REQUIREMENT – Lease of Venue with Food and Beverage</b>			
<b>PROJECT TITLE – Hybrid PATA Adventure Travel Conference and Mart 2021</b>			
<b>APPROVED BUDGET COST (ABC) – Php 560,000.00</b>			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
<b>I. Availability</b>			
a. 26-27 May 2021			
b. 8am-8pm			
<b>II. Location / Site Condition / Neighborhood Data</b>			
a. Located within Clark Freeport Zone			
b. Near a hospital for emergency purposes			
c. Provision of parking passes / complimentary parking for vehicle of TPB/DOT officials, guests and participants			
<b>III. Venue</b>			
a. Dinner area with round tables that can accommodate 80-100 pax in consideration to the prescribed social distancing measures			
b. Event stage for entertainment / performers			
c. Must be able to provide in-house f&b requirement			
d. Provision of technical requirements: <ul style="list-style-type: none"> <li>• LCD screens for announcements and presentations</li> <li>• Signage stands for meeting rooms and other directional signage</li> </ul>			
e. Internet Connectivity <ul style="list-style-type: none"> <li>• Must have a strong internet for high definition live streaming and for multiple users</li> </ul>			
f. Complete set-up for buffet stations with: <ul style="list-style-type: none"> <li>• Dressed cocktail tables/chairs</li> <li>• Appropriate ambient décor to complement the overall theme or look of the event</li> <li>• Uniformed and well-trained banquet service</li> </ul>			
g. Facilities or provision of special areas and facilities for priority guests / participants (senior, pregnant, persons with disabilities) such as			

handrails and special walkways both inside and outside the conference venue.			
<b>IV. Food and Beverage</b>			
a. Must be able to provide f&b for 80-100 pax on the following dates: <ul style="list-style-type: none"> <li>• 26 May 2021 (Welcome Dinner)</li> <li>• 27 May 2021 (Closing Dinner)</li> </ul>			
b. Must be able to provide menu selections to include appetizers, main course, drinks, desserts and wine as well, subject to approval of TPB.			
c. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)			
d. Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point (HACCP)-certified, etc.)			
e. Must be able to provide uniformed and well-trained banquet service personnel; and a dedicated Event Sales Leader to attend to all arrangements			
<b>V. Entertainment</b>			
a. Provision of entertainment (musical entertainment during Welcome and Closing Dinners)			
<b>VI. Other Requirements</b>			
a. DOT Accredited			
b. DTI Business Registration/SEC Certificate or its equivalent			
c. Mayor's Permit or License/Permit to Operate or its equivalent			
d. BIR Registration with TIN			
e. Philippine Government Electronic Procurement System (PHILGEPS) Certificate			
f. Company Profile			
g. Amenable to send bill arrangement			

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

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

