

PROCUREMENT OF CATERING SERVICES

TERMS OF REFERENCE 28TH TRAVEL TOUR EXPO (TTE)

Date: 23 July 2021

SMX Convention Center Manila, Pasay City

I. BACKGROUND

The Travel Tour Expo (TTE), considered as the country's biggest annual travel and tourism event, was initially held in 1994 so that Philippine Travel Agencies Association (PTAA) members could have a platform to offer discounted domestic and international travel deals along with other travel related products and merchandize.

The 28th TTE event will be staged both virtual and physical to adhere on the new normal guidelines of safety protocols promulgated by the IATF and the Department of Tourism. The expo will feature 200 exhibitors a cross section of the Philippine tourism industry along the national tourism organizations and embassies.

II. PROVISION FOR CATERING SERVICES

The Tourism Promotions Board (TPB) Philippines is in need of catering services for TPB's participation in the 28th Travel Tour Expo (TTE) 2021 to be held in SMX Convention Center, Pasay City on 23 July 2021.

TPB's participation aims to deliver a highly-cost-effective sales and marketing tool through direct sales, launch of new products/destinations, lead generation, recruitment of new TPB members, and networking/building and maintaining of client stakeholders.

- Convey a positive outlook towards Philippines as a safe, culturally diverse and fun tourism destination of choice
- Bring back the confidence to travel

Note: The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

III. SPECIFIC REQUIREMENTS

- Provide Catering Services for 30 persons
- Serve the 2 snacks and lunch in buffet set up
- For lunch, meals to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert, and bottled water
- For Snacks, there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice)
- Free flowing coffee and tea, bottled water throughout the function
- Complete dining set-up
- Buffet table with linen and centerpiece
- Chairs with cover
- Uniformed staff

IV. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be Filipino owned, operated and legally registered events venue/hotel/restaurant under Philippine laws;
- Must have at least three years' experience in holding/staging social events and functions for international conferences, meetings, congresses, parties et al.;
- Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
- Must be SMX accredited caterer
- Must be DOT-accredited tourism establishment

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Forty- Eight Thousand Pesos (₱48,000.00) inclusive of applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VII. CONTACT PERSON

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