

**TERMS OF REFERENCE**  
**PROCUREMENT OF CATERING SERVICES FOR TPB'S PARTICIPATION**  
**IN THE 32<sup>ND</sup> PHILIPPINE TRAVEL MART (PTM)**  
Date: 01 OCTOBER 2021 (Opening Ceremony)  
SMX Convention Center Manila, Pasay City

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## **I. BACKGROUND**

The Philippine Tour Operators Association (PHILTOA) is an organization of tour operators and allied members actively involved in the advocacy of responsible tourism. Founded on 12 June 1986, it is a non-stock and non-profit organization composed of travel agencies, hotels, resorts, transportation companies, handicraft stores, and other tourism-oriented establishments and associations. PHILTOA as a national association of private enterprises engaged in tourism whose main advocacy is the promotion and development of a sustainable and inclusive domestic and inbound tourism.

As a national association of private enterprises engaged in tourism, PHILTOA's main advocacy is to promote and develop sustainable and inclusive domestic and inbound tourism. In light with this, PHILTOA is renewing its commitment to jumpstart Philippine tourism and has taken initiatives to proceed with the "Fun Philippines Tourism, Reboot (FPTR)."

FPTR will feature two (2) tourism-related events:

1. 2<sup>nd</sup> Digital Bucketlist Travel and Tour Exchange (DBTTEX) - is an online travel and tour exposition that supports the goals of SMARTourism. DBTTEX is strongly committed to the promotion and development of domestic and inbound tourism showcasing many Philippine tourism destinations, attractions and latest tourism offerings under the theme #PinasMunaTravelTomorrow.

Powered by Turismo Ph, a digital platform to launch the online event, the cyber exhibition is divided into four (4) cyber zones highlighting the offerings of the exhibitors.

DBTTEX will feature:

- Bucket list –allowing the digital/online audience to search, find, book, pay and go
- Online Sale ng Bayan –Book and buy system, B-to-C business transactions offering exclusive packages, one time promotional deals, "Go Lokal" products and other tourism related services digitally available for 3 days, 24/7
- Walleded online exhibitors –tourism stakeholders to make and stage their digital product presentations for marketing purposes
- Daily live broadcast –available for 4-5 hours daily featuring remote live of taped marketing presentations of different regions showcasing attractions and destination offerings, cultural presentations, virtual tours, marketing pitch, etc.
- Virtual B-to-B meetings –tourism stakeholders to meet one another digitally for a business exchange

2. 32<sup>nd</sup> Philippine Travel Mart (PTM) - the longest-running travel trade exhibition in the Philippines, PTM will operate based on the new normal and within the Meetings, Incentives,

Conferences, and Exhibitions (MICE) guidelines on safety protocols as mandated by the Department of Tourism (DOT).

PTM will feature:

- Business meetings with potential clients directly on the show area.
- FUNdemic of Safe and Travel Experience (Sale ng Bayan Tour Packages) will allow the traveling consumers to “book and buy” promotional holiday packages, airfare deals, accommodation and other tourism related services to be offered exclusively for 3 days for as low as 70% off.
- School based competitions in the promotions of Philippine culture and heritage in a hybrid set-up will also be part of the program (Cultural Dance, Himig ng Kundiman, Patimpalak ng Kasuotang Pilipino, Eco-Chorale, Tourism Quiz Bee).
- The PTM will also feature other global destinations particularly ASEAN region and its strategic partners (China, Japan and Korea).

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a catering company for TPB’s participation in the 32<sup>nd</sup> Philippine Travel Mart (PTM) 2021. The catering services will be for the DOT Regional Directors and personnel, heads of tourism associations and their members, and partners of TPB who will be visiting the TPB booth. The TPB DPD-IRSD will provide the names after the duration of the event.

## **II. SPECIFIC REQUIREMENTS**

- Provide Catering Services for 40 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

*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. 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

#### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is Sixty Thousand Pesos (₱60,000.00) inclusive of applicable taxes and fees.

#### **V. TERMS OF PAYMENT**

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

#### **VI. CONTACT PERSON**

**EDESSA JOY DELEGIRO**

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**\*\*\* Nothing Follows \*\*\***