

## TERMS OF REFERENCE

### 2<sup>nd</sup> TOURISM & TECHNOLOGY FORUM

7-8 October 2021

Manila, Philippines

*(Hybrid Event)*

### COVID-19 RAPID ANTIGEN TEST SERVICE PROVIDER

#### I. BACKGROUND

The 2<sup>nd</sup> Travel and Tourism Technology Forum (TTF2), organized by the Tourism Promotions Board (TPB) Philippines, aims to re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues and revisiting their brand to appeal to their target audience in the new normal. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by local and foreign industry experts over a period of two days. Moreover, the Forum is expected to be attended by a maximum of 120 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.

In view of this, the TPB is in need of a medical provider that can supply and facilitate the onsite COVID-19 Rapid Antigen Testing for physical attendees, speakers and organizing committee during the 2-day event.

#### II. SCOPE OF SERVICES / DELIVERABLES

Name of Event	2 <sup>nd</sup> Tourism & Technology Forum
Date of Testing	7 and 8 October 2021
Time of Testing	7:00 – 10:00 am
Venue of Testing	TBC
Number of Participants	Max of 150 per day
Release of Result	Same Day – within 1-2 hours after the test

The service provider is expected to comply and deliver the following specific requirements:

- a) Provide FDA Approved COVID-19 Rapid Antigen Test Kits for 150 pax for 2 days
- b) Safely conduct the Antigen Testing for all registered onsite delegates, speakers and organizing committee on 7 and 8 October 2021 between 7:00 – 10:00 am at the venue of event (*the organizing committee will secure and designate an area for testing and will likewise, provide a list of event attendees, speakers and secretariat*)

- c) Designate and provide an appropriate number of trained medical professionals and assistant staff to facilitate the Antigen Testing for 150 pax for 2 consecutive days
- d) All assigned medical and assisting staff must be in complete PPE (hazmat suit, gloves, N95 mask, goggles / face shield, etc.) and must strictly comply to the safety and health protocols issued by the Government and selected venue
- e) All test results and medical certificates must be provided to TPB TTF Organizing Committee within 1-2 hours of the same day of the test;
- f) All test results and medical certificates issues must be printed and can be retrieved online;
- g) Implement proper disposal of materials used adhering to health and safety protocols and in coordination with the testing premises / venue;

### **III. ELIGIBILITY REQUIREMENTS**

1. Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations
2. Must be a Department of Health accredited medical laboratory / clinic / testing facility
3. Must be accredited by the Philippine Government Electronic Procurement System (PHILGEPS)
4. Must be Filipino owned, operated and legally existing under Philippine laws
5. Must be willing to do an onsite Antigen testing at the venue of event
6. Must be willing to have a send-bill arrangement with TPB

Legal documents to be submitted:

- SEC/DTI Registration Certificate
- Updated Mayor's Permit/License
- BIR Registration/TIN
- Company Profile/Reference
- PhilGEPs Certificate
- Omnibus Sworn Statement
- Income Tax Returned

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

Approved Budget for the Contract (ABC) is **THREE HUNDRED SIXTY THOUSAND PESOS (PHP 360,000.00)** inclusive of all applicable fees and taxes.

- Accepts send-bill arrangement. Billing should be based on the actual cost of used COVID-19 Antigen Test Kits.

## V. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board; Final payment in 30 days upon completion of deliverables and receipt of invoice, billing and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**MARIA ANTHONETTE C. VELASCO - ALLONES**  
Chief Operating Officer  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt
- Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

## VI. CONTACT PERSONS

For particulars, please contact TPB-MICE Organizing Committee:

1. Ms. Raquel Tria  
Acting Head, MICE Dept.  
raquel\_tria@tpb.gov.ph
2. Ms. Sherdoll Bayona  
Senior Convention Services Officer, MICE Dept.  
sherdoll\_bayona@tpv.gob.gov.ph
3. Ms. Natasha Blanquisco  
Convention Services Officer III, MICE Dept.

