

TERMS OF REFERENCE

2nd TOURISM & TECHNOLOGY FORUM

7-8 October 2021 Manila,
Philippines (*Hybrid Event*)

Hotel Accommodation for Local Speakers and Secretariat

as of 17 August 2021

I. BACKGROUND

The 2nd Travel and Tourism Technology Forum (TTF), 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 hotel venue in Manila for the accommodation requirements of local speakers and secretariat.

II. SPECIFICATIONS AND DELIVERABLES

Event Name	2 nd Tourism & Technology Forum (TTF2)
Guest Profile	Local Speakers TPB Secretariat
Preferred Location	Within 5km of TPB Office
Inclusive Dates	6-8 October 2021 <i>(to confirm final check-in and out dates)</i>
Number of Rooms	Local Speakers: <ul style="list-style-type: none">• 4 Single Occupancy/Twin Sharing TPB Secretariat: <ul style="list-style-type: none">• 2 Single Occupancy• 3 Twin/Triple Sharing
Number of Nights	Local Speakers: <ul style="list-style-type: none">• 2 days/1 night TPB Secretariat: <ul style="list-style-type: none">• 3 days/2 nights
Hotel Category	DOT Accredited Staycation Hotel
Room Category	Single Occupancy and Twin/Triple Sharing
Meal Requirements	With breakfast <i>- Availability of vegetarian and halal menu</i> <i>- Option for in-room or restaurant dining</i>
Additional Requirements	<i>- Hotel rooms must be properly sanitized and are secured</i> <i>- Room inclusions:</i> <ul style="list-style-type: none">• Complimentary in-room internet access• 24-hour Room Service• Other In-Room Facilities and Amenities: Satellite Channels, Electronic Safety Deposit Box, hair dryer, coffee and tea making facilities, complimentary bottled water

Other conditions:

- a) Distance of hotel property must be within the five (5) kilometer radius from the Tourism Promotions Board Philippines Office - Legaspi Towers 300 Roxas Blvd. Manila
- b) Must be a deluxe / four-star hotel property with DOT Certificate to Operate
- c) Must be implementing strict health and safety protocol within its premises
- d) Hotel property must have all-day dining services
- e) Designation of a point person who will coordinate with TPB
- f) Must be flexible and could adjust immediately to urgent requirements without additional costs to the client
- g) Provision of early check in and late check out
- h) Provision of free car park tickets for official hotel guests
- i) Other arrangements that may be mutually agreed upon by the TPB and the service provider
- j) Room Rate should include service charge, VAT and all applicable taxes

III. ELIGIBILITY REQUIREMENTS

Qualifications of Bidder:

- a) Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS)
- b) Must be Filipino owned, operated and legally registered service provider accommodations under Philippine laws
- c) Must be a DOT-Accredited establishment
- d) Must be permitted to operate by DOT as Staycation Hotel
- e) Compliance with the DOT-IATF Health and Safety Protocols
- f) Preferably have handled at least three government projects/events

Eligibility Documents:

- a) SEC / DTI Registration
- b) DOT Accreditation Certificate
- c) DOT Certificate of Authority to Operate (CAO)

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract (ABC) is **ONE HUNDRED FORTY THOUSAND PESOS (PHP 140,000.00)** inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).

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.
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2. Ms. Sherdoll Bayona
Senior Convention Services Officer, MICE Dept.
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3. Ms. Natasha Blanquisco
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***** Nothing Follows *****

