

**TECHNICAL SPECIFICATIONS
FOOD AND BEVERAGE REQUIREMENTS
FOR THE 3-DAY TPB QMS PLANNING WORKSHOP**

BACKGROUND:

The Tourism Promotions Board (TPB), together with its consultant will be conducting a three-day workshop for its QMS Planning Workshop for the establishment of TPB's Performance Scorecard, Corporate Quality Objectives, Work Programs for 2022-2023.

DATE: 13-15 October 2021 (target date of implementation)

NO. OF PARTICIPANTS: 45 participants

OBJECTIVES:

This project requires the engagement of a provider or supplier for the provision of food and beverage to participating TPB personnel reporting to the office and those in their own place of residence during the conduct of the 3-day TPB QMS Planning Workshop.

I. SPECIFICATIONS

Item	SPECIFICATIONS
1	Provision of the following meals good for 45 persons <ul style="list-style-type: none"> a. Morning snack inclusive of one soft drinks or iced tea (Preferred AM Snack: Sandwiches or Pasta) on 13 October 2021 b. Morning and afternoon snacks inclusive of one soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta) on 13-15 October 2021 c. Lunch meals inclusive of one soft drinks or iced tea) on 13-15 October 2021 Arrangement Set-up (Meals) <ul style="list-style-type: none"> a. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies) b. Drinking water shall be provided for the participants c. Food shall be fresh, hot and delivered to all participants in the prescribed schedule d. All utensils necessary for the meals
2	The service provider must have the capability and resources in delivering the meals to the TPB Office and respective place of residence of the participants who are in a work-from-home arrangement.
3	Delivery of all the meals (AM and PM snacks and lunch) should be done per day and the schedule of delivery will be from 9:30 am to 10:30 am on 13-15 October 2021 at the TPB Office and respective place of residence of the participants. <i>(list of participants with their meal choices and address will be provided to the winning bidder once finalized)</i>

II. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must have an existing credit line with TPB or would allow send-bill arrangement.

III. APPROVED BUDGET FOR CONTRACT

TWO HUNDRED THOUSAND PESOS (PHP 200,000.00) inclusive of all applicable fees and taxes.

IV. TERMS OF PAYMENT:

1. Supplier must have a Landbank account. Payment will be made through LBP bank deposit
2. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier

For particulars, please contact:

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