

**TECHNICAL SPECIFICATIONS
ON FOOD AND BEVERAGE REQUIREMENTS
FOR TPB'S QMS TRAINING SESSIONS
NOVEMBER 2021**

BACKGROUND:

The Tourism Promotions Board (TPB), together with its Consultant will be conducting this November 2021, two QMS Training sessions with the end goal of enhancing the knowledge on Quality Management System and upskilling of communications competency of the Members of the Management Committee.

ACTIVITIES, INCLUSIVE DATES AND NUMBER OF PARTICIPANTS:

1. **WHAT: QMS Training Session**

WHEN: 17 November 2021 A.M. Session (08:30 AM – 12:00 NN)
18 November 2021 Full Day Session (08:30 AM – 04:30 P.M)

WHO: 50 pax/participants

2. **WHAT: Think On Your Feet Training**

WHEN: 22 November 2021 P.M. Session (01:00 P.M. – 05:00 P.M.)
23 November 2021 A.M. Session (08:00 A.M. – 12:00 NN)
24 November 2021 A.M. Session (08:00 A.M. – 12:00 NN)

WHO: 40 pax/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 each leg of the QMS Training Sessions.

I.SPECIFICATIONS

Item	SPECIFICATIONS
1	Provision of the following meals good for 50 and 40 pax as specified above <ol style="list-style-type: none"> a. All snacks (A.M. and/or P.M.) should be inclusive of one bottled water and soda in can or fruit drink in can. Further, all snacks provided should be savory (Sandwich and Pasta) b. Lunch meals based on any one of the following meal set-up options: <ul style="list-style-type: none"> ▪ 5 course meal (Soup, Salad, 2 Main Dishes, and Dessert) ▪ Set meal (2 Main Dishes, Rice, Simmered or Grilled Vegetables and Small Dish) ▪ Buffet meal (Salad and Appetizer, Soup, 2 Main Dishes, Dessert) ▪ Bento meal (Appetizer, 2 Main: Meat and Fish Dish, Simmered or Grilled Vegetable Dish, and Small Dish) ▪ Prime Meat Meal (Soup, Main: Prime Meat/Fish Dish, Desert) c. Limited accommodation option for special needs diet (vegetarians,

	<p>pescatarians, diabetics, or hypoallergenic)</p> <p>d. Food should remain fresh and hot upon delivery to all participants within the prescribed schedule</p> <p>e. Provision of all utensils necessary for the meals</p>
2	The service provider must have the capability and resources to deliver the meals to the either the TPB Office or to respective residences of participants who are in a work-from-home arrangement. Specific addresses for each participant per day will be indicated and provided to the winning bidder.
3	Delivery of all the food and beverages required (AM and/or PM snack and Lunch Meal plus drinks) should be done once per day per indicated participant with bulk delivery for those at the TPB office. The schedule of delivery will be from before or by 11:00 a.m. on each of the five days indicated in this TOR. <i>(The 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

THREE HUNDRED AND TWENTY EIGHT THOUSAND PESOS (PHP 328,000.00) 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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