

**TOURISM PROMOTIONS BOARD  
REGULAR BOARD OF DIRECTORS' MEETING  
JANUARY 2022  
HYBRID FORMAT**

**TERMS OF REFERENCE**  
Venue with Food and Beverage

**BACKGROUND**

As we are all aware, the COVID 19 pandemic has greatly affected the tourism industry including the convening of significant meetings which are now mostly conducted virtually.

The Tourism Promotions Board (TPB) aims to tackle important matters regarding various projects of TPB to ensure the proper implementations and compliance of its projects.

Since the implementation of Modified Enhanced Community Quarantine in May 2020, the Tourism Promotions Board regularly conducts its monthly virtual board and committee meetings upholding the safety of its board members and other concerned officials while servicing the tourism stakeholders.

With board meetings organized virtually and are usually lasting for 2-3 hours, planning and discussing over food can set a more productive discussion in achieving a specific goal. Additionally, it sets the platform for a more relaxed atmosphere, and invites alternate conversation for a laid-back agenda.

**REQUIREMENTS:**

In support to the current plight of the hotel industry, the Tourism Promotions Board (TPB) is seeking the engagement of a Manila-based hotel for the provision of venue and food and beverage requirements for the above hybrid board meeting.

**SPECIFICATIONS:**

1. Existing Credit Line with TPB and must be DOT Accredited
2. Food/Meal
  - a. Lunch/Pm Snack inclusive of one round of beverage

- b. Food served shall be fresh, hot and ready at least 30 minutes or an hour before the event
  - c. Minimum guarantee of 30 pax
3. Other Concerns
- a. Actual number of pax and final schedule of meeting is subject to be confirmed One (1) week before the event
  - b. Provide cost per head in case of additional person
  - c. Any other arrangements that may be mutually agreed upon by the TPB and the service provider

**LEGAL ELIGIBILITY:**

- Must be DOT-accredited
- DTI-Business Registration/SEC Certificate
- Mayor's Permit or Permit / License to Operate
- BIR Registration with TIN
- PhilGeps Certificate
- Company Profile

**BUDGET:**

The estimated budget is **FIFTY THOUSAND PESOS (PHP 50,000.00)**, inclusive of all applicable taxes.

**IMPORTANT:**

*In case heightened restrictions are implemented in the NCR and should IATF issuances disallow the holding of hybrid/in-person meetings, the bidder must be amenable to the conversion of the project from venue with food and beverage (with delivery service) to food and beverage (with delivery service) only.*

**CONTACT PERSON:**

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