

**TOURISM PROMOTIONS BOARD  
20<sup>th</sup> REGULAR BOARD OF DIRECTORS' HYBRID MEETING  
MARCH 2022**

**TERMS OF REFERENCE (TOR)**

**HOTEL ACCOMMODATION AND LEASE OF VENUE WITH FOOD AND BEVERAGE**

**I. BACKGROUND**

The Tourism Promotions Board (TPB) conducts the Regular Board of Directors' (BOD) Meeting monthly with the end of ensuring that important and pressing matters relative to the various projects of Corporation that are within the power and responsibility of the BOD to consider, deliberate upon and decide are properly implemented with due observance of pertinent rules, regulations and issuances. The TPB Regular BOD Meeting for the month of March is scheduled to be held on 30-31 March 2022 in Hybrid format.

Since the onset of the Covid-19 pandemic in the early part of 2020, the BOD meetings have been conducted virtually and, in a few instances, in hybrid format when Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases issuances allowed for limited face-to-face activities.

Considering current IATF issuances which effected the easing of border restrictions thus allowing interzonal travel, it is high time and necessary that the BOD meeting be conducted outside Metro Manila to allow the members of the board to reorient themselves with the actual tourism situation. Given this, a board member proposed in the last BOD Meeting on last 24 February 2022 that the next meeting be held in Subic with a site inspection of the Clark International Airport.

An out-of-town meeting is intended to allow the BOD to immerse and visit emerging and potential tourism markets and products in regional destinations and boost advocacy for the tourism comeback campaign "It's More Fun With You". Further, this activity is in alignment with the government's thrust to revive domestic tourism by the alleviating the decline in tourism activities in regional destinations as a consequence of the Covid-19 pandemic.

**II. REQUIREMENTS/SCOPE OF SERVICES**

Venue:	Subic, Zambales
Schedule:	30-31 March 2022
Number of Pax:	22

The TPB is seeking the engagement of a Subic-based hotel to provide accommodation (1) an overnight stay on 30-31 March 2022, (2) dinner for 30 March 2022, and (3) venue with food and beverage (mid-morning snacks and lunch) for the Board Meeting on 31 March 2021, for 22 pax.

- a. Accommodation for the TPB BOD and Management Committee
  1. Seven (7) Superior rooms (or its equivalent) *with breakfast* for overnight stay (30-31 March 2022) based on single occupancy
  2. Six (6) Deluxe rooms (or its equivalent) *with breakfast* for overnight stay (30-31 March 2022) based on twin occupancy
  3. One (1) Deluxe room (or its equivalent) *with breakfast* for overnight stay (30-31 March 2022) based on triple occupancy
- b. Dinner with one round of drinks for 30 March 2022

- c. Venue with Food and Beverage for the TPB Regular Board of Director's Hybrid Meeting on 31 March 2022, 9 a.m. to 12 noon (mid-morning snacks and lunch) good for 25 pax, with the following additional requirements:
- 10 wireless/goose microphones
  - overhead projector
  - u-shape conference set-up for 8 pax
  - holding area
  - set up for the other attendees of the BOD Meeting
  - Complimentary Wi-Fi for the attendees and high-speed internet for the technical requirements of the meeting
  - Provision for techbooth

### **III. SPECIFICATIONS:**

1. Hotel must be located within the Subic Bay Freeport Zone
2. Hotel must be Department of Tourism (DOT)-accredited
3. Meals must be served fresh and ready at least 30 minutes before the event
4. Minimum guarantee of 22 pax
5. Other concerns:
  - Actual number of pax and final schedule of the BOD Meeting is subject to confirmation seven (7) days before the subject activity
  - Provision of cost per head in case of additional person
  - Any other arrangements that may be mutually agreed upon by the TPB and the service provider

### **IV. ELIGIBILITY REQUIREMENTS**

Must comply with the legal, technical and other requirements of Republic Act No. 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR) specifically:

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

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

The total budget allocation is **TWO HUNDRED FIFTY THOUSAND PESOS (P 250,000.00)**, inclusive of all applicable taxes.

### **VI. INVITATION TO SUPPLIERS**

The TPB invites DOT-accredited hotels operating within the Subic Bay Freeport Zone to submit their bid proposals to the TPB. The proposals shall cover all the components of this procurement project. Price proposed should be subject to adjustment should there be sponsorship or discount, and further subject to actual number of attendees/participants. The winning bidder shall be determined in accordance with the process provided in R.A. 9184 and its IRR, and the winning bid shall be based on Lowest Calculated and Responsive Bids not exceeding the ABC.

**VII. PROJECT OFFICER/CONTACT PERSON**

Atty. Ma. Cecilia U. Tirol/ Edshi-Lee A. Cordero  
Office of the Corporate Board Secretary  
Email address: [ocbs@tpb.gov.ph](mailto:ocbs@tpb.gov.ph)  
Telephone No. 8247-0812/8525-9318 loc. 240

**VIII. BILLING ARRANGEMENT**

**Send bill** arrangement based on actual number of participants.

Please send billing statement to:

**TOURISM PROMOTIONS BOARD**

Office of the Corporate Board Secretary

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104