

**PROCUREMENT OF SERVICE PROVIDER FOR MEAL VOUCHERS/  
CERTIFICATES**

**TERMS OF REFERENCE**

TPB Membership Program  
2021 Year-End Recognition

---

**I. PROJECT TITLE AND DESCRIPTION**

TPB Membership Program  
2021 Year-End Recognition

Procurement of Service Provider for Food Vouchers/ Certificates as Prizes for the Awardees of the 2021 Year-End Recognition of TPB Members

**II. BACKGROUND**

The TPB Membership Program recognizes members who have actively participated in TPB activities this past year, on the basis of the following:

- Best in Weekly Chat Attendance
- Most Diligent in Weekly Members' Chat Post-Event Evaluation Form Submission
- Most Responsive/Helpful in the TPB Membership Viber Community
- Most Active Member in the TPB Membership Viber Community
- Most Diligent in "TPB Spotlight" Articles Submission

In this regard, the TPB will engage the services of any establishment/company which could provide meal vouchers/certificates with the specifications mentioned below as prizes for the winners.

**III. SCOPE OF WORK AND DELIVERABLES**

<b>Item</b>	<b>Qty.</b>	<b>Specifications</b>	<b>Amount</b>
1	9	Meal Voucher/ Certificate <ul style="list-style-type: none"><li>- Good for 2 pax worth P5,000.00</li><li>- For dine in only</li><li>- 7 vouchers redeemable at any DOT accredited restaurant/ hotel in Manila and 2 vouchers redeemable at any DOT accredited restaurant/ hotel in Cebu</li><li>- Vouchers must be valid and redeemable within one (1) year from the date of issuance.</li><li>- The value of the meal vouchers can be upgraded provided the add-on</li></ul>	P 54,000.00

		<p>value shall be charged to the respective guest.</p> <ul style="list-style-type: none"> <li>- The meal vouchers shall be transferable but not convertible to cash.</li> <li>- Prior to the redemption of the voucher, the awardee/guest must coordinate with the service provider for the coordination with the preferred establishment.</li> </ul>	
		<b>TOTAL</b>	<b>Php 54,000.00</b>

**IV. ELIGIBILITY REQUIREMENTS**

The business must be Filipino –owned, legally registered under the Philippine Laws, and must be in operation for the last three (3) years.

**V. TECHNICAL REQUIREMENTS**

1. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable
2. Company Profile
3. List of ongoing and completed government and private contract for the **last three (3) years** whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the project.

**VI. LEGAL-REQUIREMENTS**

1. PhilGEPS Registration Certificate
2. Business/Mayor’s permit
3. BIR Certificate of Registration
4. Omnibus Sworn Statement

**VI. APPROVED BUDGET CONTRACT**

The ABC is Fifty-Four Thousand Pesos (Php 54,000.00) inclusive of applicable taxes and fees.

**VII. TERMS OF PAYMENT**

Full payment upon complete delivery of the requirements stipulated in the technical specifications.

**VIII. CONTACT PERSON**

EDESSA JOY L. DELEGIRO  
Domestic Promotions Department  
edessa\_delegiro@tpb.gov.ph