

**TECHNICAL SPECIFICATIONS  
LEASE OF VENUE WITH ACCOMMODATION, FOOD AND BEVERAGE  
REQUIREMENTS  
FOR THE TPB's FY 2022 ISO SEMINARS AND WORKSHOPS**

**I. BACKGROUND:**

The Tourism Promotions Board (TPB), together with its consultant will be conducting the following seminars and workshops for the identified TPB ISO document controllers, auditors, and auditees.

**II. DATE:**

| <b>Particulars</b>   | <b>Dates*</b>                | <b>No. of Participants</b> |
|--|------------------------------|----------------------------|
| Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop                            | 28-29 April 2022<br>(2-days) | 45                         |
| ISO 9001:2015 QMS Awareness  | 04 May 2022<br>(1-day)       | 35                         |
| Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit | 10-11 May 2022<br>(2-days)   | 45                         |
| Calibration of Document Controllers  | 16 May 2022<br>(1-day)       | 35                         |

\*Dates are subject to change without prior notice

**III. OBJECTIVES:**

This project requires the engagement of a business hotel within a ten (10) kilometers radius of the Tourism Promotions Board office for the provision of a meeting venue including food and beverage requirements during the conduct of the TPB's FY 2022 ISO Seminars and Workshops.

**IV. SPECIFICATIONS:**

| <b>Item</b> | <b>SPECIFICATIONS</b>  |
|-------------|--|
| 1           | <p><b>Room Accommodation</b></p> <p>a. Complimentary one (1) overnight room accommodation with breakfast per activity:</p> <ol style="list-style-type: none"> <li>1. Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop (28 Apr 2022)</li> <li>2. Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit (10 May 2022)</li> </ol> |

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| 2 | <p><b>Function Room/Venue</b></p> <p>Provision of facilities/services as follows:</p> <ol style="list-style-type: none"> <li>a. Meeting venue and function room (available on the said dates above from 08:00 A.M. to 05:00 P.M./05:30 P.M. with time allowance for ingress and egress per day)</li> <li>b. Banquet or ballroom with a capacity based on the number of participants per activity provided above</li> <li>c. Cluster set-up adherent to IATF Guidelines space and distancing requirements</li> <li>d. Function room to be used from 8:00 A.M. until 05:00 P.M. for the above-mentioned dates</li> <li>e. At least four (4) Easel boards with Easel sheets</li> <li>f. At least four (4) Whiteboards with markers and eraser</li> <li>g. LCD Projector (rental included in the package) and Screen</li> <li>h. Signage stands for meeting rooms and other directional signage</li> <li>i. One (1) Registration table with telephone</li> <li>j. Two (2) TPB Secretariat table set-up at the back with three (3) chairs each</li> <li>k. Use of minimum 5 wireless microphones</li> <li>l. Existing fully functional Light and Sound System with on-hand technician</li> <li>m. Provision for electric outlets/extension cords per table/cluster (including the registration and secretariat tables)</li> <li>n. Wi-Fi access with dedicated bandwidth to support concurrent users on multiple devices in all areas of the designated within the function room</li> <li>o. Direct LAN port connection and set-up for the TPB technical staff</li> <li>p. Pen and pads</li> <li>q. Stand-by dedicated staff while in session</li> </ol> |
| 3 | <p><b>Food/M meal for the Workshop</b></p> <p>Provision of the following meals to accommodate the number of participants with the selection of final menu subject to end user approval</p> <ol style="list-style-type: none"> <li>a. Morning and afternoon snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M. &amp; P.M. Snacks: Sandwiches or Pasta)</li> <li>b. Managed Sit-in Lunch Buffet/Platted-service inclusive of one round of soda, tea or fruit juice (minimum of 4 kinds of main course excluding vegetables as main)</li> <li>c. Flowing brewed coffee/tea for the participants while the event is on-going</li> <li>d. Mint, nuts, candies, or chips per cluster while seminar and workshop is on-going</li> <li>e. Drinking water shall be provided for the participants</li> </ol>   |

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|   | <p><b>Arrangement Set-up (Meals)</b></p> <ul style="list-style-type: none"> <li>f. Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, or hypoallergenic)</li> <li>g. Food served shall be fresh, hot, and ready at least 30 minutes before each meal</li> <li>h. All dinnerware and glassware are necessary for the event</li> <li>i. Designation of uniformed and well-trained banquet service personnel</li> </ul>  |
| 4 | <p><b>Location / Site Condition / Neighborhood Data</b></p> <ul style="list-style-type: none"> <li>a. Located within a 10-kilometer radius of the TPB Office</li> <li>b. Must be at least a three (3) star business hotel</li> <li>c. With a valid certificate to operate from the Department of Tourism (DOT) and the Local Government Unit (LGU)</li> <li>d. Conforming with the government's safety guidelines and protocols and with DOT's approval to operate as a regular hotel (DOT Safety Seal)</li> <li>e. Provision of at least six (6) parking passes/complimentary parking for a vehicle of TPB officials, guests and participants</li> </ul> |

**V. ELIGIBILITY REQUIREMENTS**

1. 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:
  - a. DOT-Accreditation certificate
  - b. Mayor's Permit (2022) or License to Operate
  - c. Income Tax Return (ITR) Certificate with TIN
  - d. PhilGEPS Certification
  - e. Company Profile/Reference

**VI. APPROVED BUDGET FOR CONTRACT**

**SIX HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (PhP625,000.00)** inclusive of all applicable fees and taxes.

**VII. 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
3. Must have an existing credit line with TPB or would allow send-bill arrangement.
4. Full payment should be received within thirty (30) days upon receipt of the Statement of Account/Billing Statement

For particulars, please contact:

**MILLISA M. NUADA**

Telephone numbers: (02) 8525-9318 to 27 local 210 or (02) 8525-6443

Email address: millisa\_nuada@tpb.gov.ph

**WILSON R. SUBA**

Telephone numbers: (02) 8525-9318 to 27 local 209 or (02) 525-6443

Email address: wilson\_suba@tpb.gov.ph