

**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 workshop 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	10-11 May 2022 (2-days)	45
Calibration of Document Controllers	16 May 2022 (1-day)	35
ISO 9001:2015 QMS Awareness	17 May 2022 (1-day)	35
Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit	19-20 May 2022 (2-days)	45

\*Dates are subject to change without prior notice

**III. OBJECTIVES:**

This project requires the engagement of a business hotel within ten (10) kilometers radius from 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> <ul style="list-style-type: none"> <li>• Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop (10 May 2022)</li> <li>• Calibration of Document Controllers (16 May 2022)</li> </ul>

	<ul style="list-style-type: none"> <li>• Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit (19 May 2022)</li> </ul>
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 from 08:00 A.M. to 05:00 P.M./05:30 P.M. with time allowance for ingress and egress per day) <ul style="list-style-type: none"> <li>• Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop: <b>10-11 May 2022 (2-days)</b></li> <li>• Calibration of Document Controllers: <b>16 May 2022 (1-day)</b></li> <li>• ISO 9001:2015 QMS Awareness: <b>17 May 2022 (1-day)</b></li> <li>• Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit: <b>19-20 May 2022 (2-days)</b></li> </ul> </li> <li>b. Banquet or ballroom with 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 until 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) Whiteboard 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/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> <p><b>Arrangement Set-up (Meals)</b></p> <ol 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 necessary for the event</li> <li>i. Designation of uniformed and well-trained banquet service personnel</li> </ol>
4	<p><b>Location / Site Condition / Neighborhood Data</b></p> <ol style="list-style-type: none"> <li>a. Located within 10-kilometer radius of the TPB Office</li> <li>b. Must be at least a three (3) star business hotel</li> <li>c. With 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 regular hotel (DOT Safety Seal)</li> <li>e. Provision of at least six (6) parking passes/complimentary parking for vehicle of TPB officials, guests and participants</li> </ol>

**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
  - f. Omnibus Sworn Statement

## **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 receive within thirty (30) days upon receipt of Statement of Account/Billing Statement

For particulars, please contact:

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