

## TECHNICAL SPECIFICATIONS

### LEASE OF VENUE WITH FOOD AND BEVERAGE FOR THE CALIBRATION OF INTERNAL QUALITY AUDITORS ON TECHNICAL WRITING OF IQA FINDINGS AND PREPARATION OF IQA REPORTS

#### I. BACKGROUND:

The Tourism Promotions Board (TPB), together with its consultant will be conducting the workshop on Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports for the identified TPB ISO auditors and auditees scheduled on 27 July 2022.

#### II. 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 said workshop.

#### III. SPECIFICATIONS:

Item	SPECIFICATIONS
1	<p><b>Function Room/Venue</b> Provision of facilities/services as follows:</p> <ul style="list-style-type: none"><li>a. Meeting venue and function room for 45 pax (availability of venue 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>• Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports: <b>27 July 2022 (1-day)</b></li></ul></li><li>b. Banquet or ballroom with capacity based on the number of participants per activity provided above</li><li>c. Classroom 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></ul>

	q. Stand-by dedicated staff while in session
2	<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> <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>
3	<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>

#### IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

27 July 2022 (Date is subject to change without prior notice)

#### V. APPROVED BUDGET FOR CONTRACT

ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS ONLY (Php112,500.00) inclusive of all applicable fees and taxes.

## **VII. TERMS OF PAYMENT:**

1. No down payment should be required by the hotel in its proposal
2. Supplier must have a Landbank account. Payment will be made through LBP bank deposit
3. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier
4. Must have an existing credit line with TPB or would allow send-bill arrangement.
5. Full payment should be receive within thirty (30) days upon receipt of Statement of Account/Billing Statement

## **VIII. PROJECT OFFICER'S CONTACT INFORMATION**

The designated point person who will coordinate to the following TPB Project Officers indicated below must be flexible and could adjust immediately to urgent requirements without additional costs, including other arrangements that may be mutually agreed upon with:

### **MILLISA M. NUADA**

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### **WILSON R. SUBA**

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