

TECHNICAL SPECIFICATIONS

PROVISION AND DELIVERY OF FOOD PACKS FOR THE TPB's ISO EXTERNAL AUDIT

I. BACKGROUND:

As part of the TPB's ISO 9001:2015 Quality Management System Certification maintenance, there will be a scheduled External Audit on 16 September 2022 to be headed by two (2) Auditors from the awarded TPB Certifying Body, TuV NORD Philippines, Inc.

The top management, process owners, including the respective Deputy Document Information Controller of each unit will enjoin and present necessary ISO-related documents to meet the requirements of the Certifying Body.

II. OBJECTIVES:

This activity requires the engagement of a service provider for the provision and delivery of a food packs including lunch meal set and snacks during the TPB's External Audit scheduled on 16 September 2022, respectively, at the Tourism Promotions Board office.

III. SCOPE OF WORK/SERVICES:

Item	SPECIFICATIONS
1	Food/Meal Provision of the following meals to accommodate the 168 attendees with the selection of final menu subject to end user approval <ol style="list-style-type: none">168 individually packed lunch meal set and snacks inclusive of one round of soda, tea or fruit juice (Preferred Snacks: Sandwiches or Pasta)Lunch meal set is minimum of two (2) kinds of main dish and one (1) vegetables as sides
2	Arrangement Set-up (Meals) <ol style="list-style-type: none">Limited option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, or hypoallergenic)Food served shall be fresh, hot and ready at least 30 minutes before each mealDesignation of at least two (2) persons-in-charge of pre-delivery and delivery preparations who will coordinate with TPBDelivery of food packs to TPB on 16 September 2022 shall be between 10:00 AM to 11:00 AMLocated within 10-kilometer radius of the TPB Office

IV. PROJECT IMPLEMENTATION SCHEDULE

16 September 2022 (Date is subject to change without prior notice)

V. APPROVED BUDGET FOR CONTRACT

The approved budget for the contract is ONE HUNDRED NINETY-TWO THOUSAND PESOS ONLY (Php192,000.00) inclusive of all applicable fees and taxes.

VI. 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

VII. CONTRACT DURATION

Shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of the requirement

VIII. PROJECT OFFICER'S CONTACT INFORMATION

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