

**TECHNICAL SPECIFICATIONS**  
**PROVISION OF FOOD AND BEVERAGES FOR THE**  
**ASSOCIATION OF DEVELOPMENT FINANCING INSTITUTIONS IN ASIA AND THE PACIFIC**  
**(ADFIAP) 45<sup>th</sup> ANNUAL MEETING AND FOUNDING ANNIVERSARY**  
26-27 October 2022 | Conrad Manila Hotel

**I. BACKGROUND**

The Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) 45th Annual General Meeting, slated on 26-27 October 2022 at Conrad Hotel Manila, is the largest gathering of CEOs, Board Members, and Senior Executives from 88 ADFIAP member-institutions in 38 countries and territories in Asia Pacific including those outside the region such as Canada, Germany, and France as well as representatives from ADFIAP's institutional partners and network.

Together, ADFIAP and its Philippine member-hosts, the Development Bank of the Philippines and Land Bank of the Philippines have chosen the theme, ***“Responding to Global Issues and Trends: The Strategic Role of DFIs”*** for the 45th ADFIAP Annual Meeting.

The TPB, through its MICE Plus Program, is supporting the ADFIAP 45<sup>th</sup> Annual Meeting through the sponsorship of its **Food & Beverages requirement** for their Welcome Dinner Reception and Awarding Ceremony slated on 26 October 2022 at the Forbes Ballroom of Conrad Hotel.

**II. OBJECTIVES**

It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating and servicing large-scale events, national and international fairs and conventions, congress, exhibitions, incentive travels and the like.

**III. SCOPE OF WORK / SERVICES**

Specifications:

Event	ADFIAP Welcome Dinner Reception and Awarding Ceremony
Date   Time	26 October 2022, Wednesday, 7:00-9:00 PM
Venue	Conrad Hotel
Set-Up	Plated   Round Table
Number of Pax	For 250 pax only
Audience Profile	<u>100</u> Foreign Delegates mostly from Asian countries and <u>150</u> Local Delegates

The establishment/F&B Provider should be able to deliver the following:

1. Must be able to deliver the plated food & beverage requirements for 250 pax on 26 October 2022 at the official venue of ADFIAP
2. Must be able to provide a selection of special international menus. Must submit at least 2 menu selections.
3. Must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc. with 15% provision for every meal or based on the list to be provided by TPB
4. Must be amenable to food presentation and tasting before the event, as may be required by the event organizers
5. Must be able to provide the appropriate number of dressed long and round tables, table centerpieces, and ambient decors to complement the theme of the event
6. Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated Event Sales Leader to attend to all arrangements
7. Any other requirements that may be mutually agreed upon by the TPB and the supplier

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

26 October 2022 (**Indicative date**)

#### **V. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS**

1. Must be operating and legally registered establishments under the Philippine Laws
2. Must have a minimum of five (5) years of experience in the hotel/food and beverage business
3. Preferably must have worked with the Department of Tourism (DOT) and/or the Tourism Promotions Board (TPB) in one of the DOT/TPB-organized events in the past five (5) years
4. Preferably must have provided services for other government institutions for international and local events/functions

#### **VI. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **SIX HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (PhP625,000.00)** inclusive of all applicable fees and taxes.

## **VII. TERMS OF PAYMENT**

- A. Send bill arrangement
- B. Full payment 30 working days or after services are rendered in full/complete
- C. The following document should be submitted by the winning bidder for the processing of payment:
  - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:  
  
Chief Operating Officer/Officer-in-Charge  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100
- D. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

## **VIII. CONTRACT DURATION**

One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP).

## **IX. ADDITIONAL INFORMATION**

Contact Persons:

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