

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
PROJECT: CATERING SERVICES FOR ASSOCIATION SUMMIT 10 (PR No. 10.073)

Quotation No. TPB-PR.2022.10.375

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>I. BACKGROUND</p> <p>The Associations Summit (AS) is the annual flagship program of the Philippine Council of Associations and Associations Executive (PCAA). It is an educational and networking event that brings together association leaders and executives. The AS event has been jointly organized and supported by the Tourism Promotions Board (TPB), the Philippine International Convention Center (PICC), and the Association of Development Financing Institutions in Asia and the Pacific (ADFIAP) with the PCAA since 2013. From its conception, the TPB has been constantly providing support for AS to strengthen its relationship with local professional associations.</p> <p>This year’s AS10 will renew the TPB’s campaign to the associations industry by providing a networking platform during the Summit. This year’s edition of AS will carry the theme “Associations and Sustainability: A Collective Commitment.” Key activities of the program include the following:</p> <ul style="list-style-type: none"> • Opening Ceremony • One to two learning/marketing sessions for the TPB • Networking session • Panel plenaries • Signing of a “Sustainability Memorandum of Agreement” among associations • Ang Susi Awards 	

	<p>In view of the above, the TPB is in need of a Catering Service/Food and Beverage Provider for the AS10 Networking Session slated on 23 November 2022 at the PICC (specific venue TBA).</p>											
2	<p>II. OBJECTIVES</p> <ul style="list-style-type: none"> • Strengthen TPB’s campaign with the Philippine Association to be more active in the development and cultivation of the MICE industry • Support TPB’s Partnership as Pathways strategy. The AS project will help in forming a more cohesive relationship with association executives as part of the MICE industry; • Re-sharpen the skills and knowledge of the industry by extending support for events • Align with the TPB’s mandate to promote the Philippines as a M.I.C.E. destination and to attract more national and international events to the country through assistance to booked events, including virtual and hybrid events. 											
3	<p>III. SCOPE OF WORK/SERVICES</p> <p>Specifications:</p> <table border="1" data-bbox="391 1167 1219 1717"> <tr> <td data-bbox="391 1167 678 1226">Event</td> <td data-bbox="678 1167 1219 1226">Associations Summit 10</td> </tr> <tr> <td data-bbox="391 1226 678 1423">Date Time</td> <td data-bbox="678 1226 1219 1423">23 November 2022, Wednesday Lunch: 12:00 nn – 1:00 pm Heavy Cocktails: 4:30 pm – 6:00 pm (indicative)</td> </tr> <tr> <td data-bbox="391 1423 678 1541">Venue</td> <td data-bbox="678 1423 1219 1541">Philippine International Convention Center (PICC) [specific venue TBA]</td> </tr> <tr> <td data-bbox="391 1541 678 1600">Number of Pax</td> <td data-bbox="678 1541 1219 1600">250 pax</td> </tr> <tr> <td data-bbox="391 1600 678 1717">Audience Profile</td> <td data-bbox="678 1600 1219 1717">Leaders from the corporate and association sectors 15 – 20 foreign guests</td> </tr> </table> <p>The establishment/caterer/F&B provider should be able to deliver the following:</p>	Event	Associations Summit 10	Date Time	23 November 2022, Wednesday Lunch: 12:00 nn – 1:00 pm Heavy Cocktails: 4:30 pm – 6:00 pm (indicative)	Venue	Philippine International Convention Center (PICC) [specific venue TBA]	Number of Pax	250 pax	Audience Profile	Leaders from the corporate and association sectors 15 – 20 foreign guests	
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	<ol style="list-style-type: none"> 1. Must be able to serve the following food and beverage requirements for 250 pax on 23 November 2022 at the PICC: <ul style="list-style-type: none"> • Bento box/buffet lunch: 12:00 nn – 1:00 pm • Heavy cocktails: 4:30 pm – 6:00 pm (indicative) 2. Must be able to provide a selection of special international menus. Must submit at least two (2) menu options for each meal; 3. Must be able to accommodate dietary restrictions of guests (gluten-free, halal, vegetarian, diabetic, 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 tasting prior to the event, as may be required by the event organizer; 5. Must be able to provide the appropriate number of dressed tables, table centerpieces, and ambient decors to complement the theme of AS10 focusing on sustainability; 6. Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel as well as standby waiters 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. 	
4	<p>IV. PROJECT IMPLEMENTATION SCHEDULE (indicative)</p> <p>23 November 2022</p>	
5	<p>V. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be the official and exclusive concessionaire/catering/food service provider of the Philippine International Convention Center (PICC); 2. Must be an operating and legally registered establishment under Philippine Laws; 3. Must be willing to provide services on “send bill” arrangements to TPB. 	

6	<p>VI. APPROVED BUDGET FOR THE CONTRACT The approved Budget for the Contract (ABC) is SEVEN HUNDRED FIFTY THOUSAND PESOS (P750,000.00) inclusive of all applicable fees and taxes.</p>	
7	<p>VII. TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send bill arrangement 2. Full payment 30 working days or after services and billing are rendered in full/complete <p>The Statement of Account/Billing Statement should be submitted by the winning bidder for the processing of payment with detailed costs for all services rendered to include management fee addressed to:</p> <p>MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <ol style="list-style-type: none"> 3. Payment will be made through the Land Bank of the Philippines (LBP) account. If the winning bidder does not have an account at the LBP, bank charges to a preferred alternate bank will be shouldered by the bidder. 	
8	<p>VIII. CONTRACT DURATION One-time engagement shall commence from the acceptance of the Notice to Proceed (NTP).</p>	
9	<p>IX. ADDITIONAL INFORMATION Contact Persons: Ms. Mikaela Fuentes Project Officer Sales and Accounts Management Division, MICE Department mikaela_fuentes@tpb.gov.ph</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

