

**TECHNICAL SPECIFICATIONS**  
**LEASE OF VENUE WITH FOOD & BEVERAGE FOR**  
**PHILIPPINE VESPA DAYS FELLOWSHIP DINNER**

**I. BACKGROUND**

Philippine Vespa Days is a celebration of Vespa owners all over the country which is commonly observed by riding to far or remote destinations, showcasing of Vespas in motoshows and gathering in huge ‘tambikes’ or just short rides in the city.

When we talk of the Philippine Vespa Days we also talk about the Vespa brand and what it symbolizes. Vespa is a classic design, imbued with quality plus rich heritage. Some Filipinos even ascribe owning a Vespa to a big accomplishment, an icon of success or a source of pride. The fun in driving one is another story. Seeing the well-shaped curves of its body as it weaves through traffic which is truly a delightful sight to behold. The distinct sound it makes as it revs up after every green and the shimmer and glare that bounces from the chrome side mirrors seem to beguile passersby and the commuting public. In other words, Philippines Vespa Days equates to great fun in riding gorgeous pieces of art.

**II. OBJECTIVE**

The mandate of the TPB is 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.

Further, this activity aims to:

- Advocate and promote road safety travel among the participants and adapt the government’s safety guidelines and protocols in the hospitality industry as a new normal;
- Explore and promote the different tourist destinations in the country”;
- Contribute to increase in the sales of the tourism business industries in the city amidst pandemic; and
- Encourage more motorcycle sports enthusiasts to engage in a tourism activity as a potential niche tourist product.

**III. SCOPE OF WORK / SERVICES**

**Specifications:**

Event	TPB Hosted Philippine Vespa Days Fellowship Dinner
Date   Time	30 April 2023, Sunday, 6:00 – 10:00 PM
Set-Up	Buffet

Number of Pax	For 1,000 pax only
Audience Profile	Local Delegates nationwide

**A. Venue Availability**

1. Venue must be available on 30 April 2023, Sunday, 6:00 – 10:00 PM

**B. Location and Site Condition**

1. Venue must be able to accommodate 1,000 pax in round table set-up

**C. Neighborhood Data**

1. Venue must have health and safety protocols in adherence to by the Inter-Agency Task Force, the Department of Tourism, the Department of Trade and Industry (DTI), the Department of Health (DOH), Local Government Unit (LGU) where it operates and other government agencies, as required

**D. Venue/Food and Beverages**

1. Venue must be fully air-conditioned and well-lit
2. Venue can provide basic sound system with wireless microphone, if necessary
3. Venue must be able to provide a wide selection of special local and international menu with one round of drink for 1,000 pax and must submit menu selection prior to the event.
4. Venue must be able to accommodate dietary restrictions of guests (halal, vegetarians, diabetics, people with allergies, etc.
5. Venue must be able to provide 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
6. Designation of a point person who will coordinate with TPB
  - Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client
  - Other arrangements that may be mutually agreed upon by TPB

**E. Other Requirements**

- Must have free cancellation, rebooking, transferable or refundable policies due to general travel restrictions imposed by the Philippine Government or by the foreign guest/s country

**IV. IMPLEMENTATION SCHEDULE (Indicative)**

30 April 2023, Sunday, 6:00 – 10:00 PM

## **V. ELIGIBILITY REQUIREMENTS**

1. Must be operating and legally registered establishment under the Philippine Laws
2. Must be DOT Accredited
3. Must have a minimum of two (2) years of experience in the venue, and food and beverage business
4. Must have provided services to government institutions including the Department of Tourism (DOT) and/or the Tourism Promotions Board (TPB)
5. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)

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

Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP 1,000,000.00)**, inclusive of all applicable fees and taxes.

## **VII. TERMS OF PAYMENT**

- No down payment should be required by the supplier in its proposal
- Total cost per head consumption at the buffet
- Must be willing to accept a send-bill-arrangement with the TPB
- Payment term is 30-days upon receipt of invoice
- TPB transmits payment through fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be facilitated but bank charges will be borne by the Supplier; and
- The following documents 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 all fees and taxes addressed to:

Domestic Promotions Department  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt

## **VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**IX. CONTACT PERSONS**

**MR. CESAR R. VILLANUEVA**

Chief, Sales Division, Domestic Promotions Department  
cesar\_villanueva@tpb.gov.ph

**MR. EDMON GERALD A. LOZA**

Project Officer, Sales Division, Domestic Promotions Department  
edmon\_loza@tpb.gov.ph

**X. OTHER TERMS AND CONDITIONS**

Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

In case of a fortuitous event/s or force majeure, payment will be delivered based on the actual expenses borne by the supplier in the delivery of their services and reflected in their Billing / Invoice / Statement of Account.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).