

## **TECHNICAL SPECIFICATIONS**

### **CATERING SERVICES FOR THE CONDUCT OF THE SUPERVISORY DEVELOPMENT COURSE TRACK 1**

#### **I. BACKGROUND**

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) will be conducting the training and workshop for the identified TPB Personnel

#### **II. OBJECTIVES**

To provide catering service to TPB Personnel that will attend the training / workshop

#### **III. SCOPE OF WORK/ SERVICES**

- a. Venue: Within Metro Manila
- b. 35 pax. Minimum guarantee 25 pax.
- c. Provision of the following meals:
  - Morning and afternoon snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M. & P.M. Snacks: Sandwiches or Pasta)
  - Managed Buffet inclusive of one round of soda, tea or fruit juice (minimum of 2 kinds of main course excluding vegetables as main)
  - Menu proposal to be submitted for TPB's approval
  - Flowing brewed coffee/tea for the participants while the event is on-going.
  - Mint, nuts, candies, or chips per cluster while training and workshop are on-going.
  - Provision of drinking water (either bottled or with dispenser)
- d. Can Accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food)
- e. Food served shall be fresh, hot and ready at least 30 minutes before each meal.
- f. All dinnerware and glassware necessary for the event.
- g. Designation of uniformed and well-trained banquet service personnel.
- h. Set-up ready one hour before the start of event.

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

13-16 June 2023 (4 days)  
8:00am -5:00pm

#### **V. APPROVED BUDGET FOR CONTRACT (ABC)**

The ABC for the contract is **One Hundred Fifty Thousand Pesos Only (PhP150,000.00)** inclusive of all applicable taxes.

#### **VI. TERMS OF PAYMENT**

1. Send a bill arrangement payment within thirty (30) days to the Tourism Promotions Board upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.
2. The following documents should be submitted by the winning bidder for the processing of payment:
  - Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier with detailed costs for all services rendered to include management fee addressed to:

KAREN A. PADOLINA  
Training Specialist III  
Personnel and Human Resources Development Division  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

3. Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

#### **VII. CONTRACT DURATION**

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

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

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