

**TECHNICAL SPECIFICATIONS  
LEASE OF VENUE WITH ACCOMMODATION, FOOD, AND BEVERAGE  
FOR THE MID-YEAR TPB STRATEGIC PLANNING FOR CY 2024**

**I. BACKGROUND:**

The Tourism Promotions Board (TPB), together with its consultant will be conducting the 4-day Mid-year TPB Strategic Planning for CY 2024. Participants are the TPB Management Committee Members and select key personnel.

**II. OBJECTIVES:**

This project requires the engagement of a business hotel within San Fernando or San Juan, La Union for the provision of a meeting venue, food and beverage, accommodation, and technical requirements during the conduct of the TPB four (4) day TPB Strategic Planning for CY 2024.

**III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES**

**AVAILABILITY**

1. Meeting venue and function room must be available from:
  - 11 – 14 July 2023 (or the finalized dates as confirmed)
  - 10:00 AM – 09:00 PM on Day 1,
  - 08:00 AM – 09:00 PM on Days 2 and 3, and
  - 08:00 AM – 02:00 PM on Day 4
  - with time allowance for ingress and egress per day

**LOCATION AND SITE CONDITION**

1. Located within either San Fernando or San Juan, La Union
2. With at least 10 complimentary parking slots based on guaranteed number (may include 2 tour buses)
3. With special parking flat rate for the rest of the attendees

**NEIGHBORHOOD DATA**

1. Conforming with the government's safety guidelines and protocols
2. Maintains the minimum health and safety protocols in the building including the common areas

**VENUE/FOOD AND BEVERAGE/ACCOMMODATION**

1. **Function Room/Venue**
  - a. Banquet or ballroom with capacity for at least 80 pax with round table clusters setting adherent to IATF Guidelines space and distancing requirements; banquet or ballroom must be unobstructed (without pillars in the event space)
  - b. Existing fully functional Light and Sound System with on hand technician for the duration of the function room usage
  - c. With provisions of the following:
    - c1. Electric outlets / extension cords per table, including the registration and secretariat tables
    - c2. Podium/Rostrum with microphone
    - c3. Wireless microphone provision for the Facilitator and per participants' table
    - c4. At least two (2) Easel boards with replenishable easel sheets
    - c5. Whiteboard with different colored markers and eraser

- c6. LCD Projector (rental included in the package) and screen
- c7. Signage stands for meeting rooms and other directional signage
- c8. Registration table
- c9. Two (2) Secretariat's table
- c10. Pens/pencils and pads provided daily
- c11. Replenishable mint, nuts, candies, or chips per cluster

## 2. Food and Beverage

Provision of the following meals good for 60-80 pax with the selection of final menu subject to end user's approval

- a. Evening meals for 6 pax on 10 July 2023 or equivalent meals service based on room occupancy allowance
- b. Morning and afternoon snacks inclusive of one round of soda, tea, or fruit juice (Preferred A.M.& P.M. Snacks: Sandwiches and Pasta on half and half portions) on 11-14 July 2023
- c. Managed Lunch and Dinner Buffets inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main entrées excluding vegetables in the count) on 11-13 July 2023 (with dinner) and on 14 July 2023 (without dinner)
- d. Limited accommodation option for special needs diet (gluten free, vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) prearranged and pre-identified arrangement Set-up (in Session)
- e. Flowing extra strong brewed coffee and tea for the participants while the event is on-going
- f. Hot and cold-water dispenser near the coffee/tea station
- g. Drinking water shall be provided for the participants
- h. Food served shall be fresh, hot and ready at least 30 minutes before each meal
- i. All dinnerware and glassware necessary for the event
- j. Standby waitstaff/service personnel clad in clean uniforms
- k. Designation of a banquet coordinator
- l. One (1) dedicated waitstaff/service personnel for identified VIP

## 3. Accommodation

- a. Superior room or its equivalent as the minimum category for all the following:
  - a1. Advanced Planning Coordination Party (10 July 2023)
    - Two (2) single rooms
    - Two (2) twin sharing rooms (separate twin beds set-up)
    - One (1) triple sharing room
  - a2. If at 60 pax participants (11 to 14 July 2023) (already includes the Advance Party)
    - Four (4) single rooms
    - Twenty-seven (27) twin sharing rooms (separate twin beds set-up)
    - One (1) triple sharing room
  - a3. If at 80 pax participants (11 to 14 July 2023) (already includes the Advance Party)
    - Four (4) single rooms
    - Thirty-seven (37) twin sharing rooms (separate twin beds set-up)
    - One (1) triple sharing room

Note: The final rooming list will be advised within 24 hours of the check-in date.

- b. Inclusive of complimentary daily breakfast
- c. With complimentary drinking water and toiletry amenities replenished daily
- d. With in-room safe
- e. With in-room coffee and tea making equipment

#### **ADDITIONAL SPECIAL ROOM REQUIREMENT**

- Side Room/Lounge with Wi-Fi to use as a break room facility for satellite meetings in case needed (First to Fourth Day; specify add cost if applicable)

#### **CONNECTIVITY/WiFi SPECIFICATIONS**

1. Direct LAN port connection and set-up for the TPB technical staff (specify add cost if applicable)
2. Wi-Fi access with minimum of bandwidth at 100mbps or higher for use of 60-80 concurrent users on multiple devices in all areas within the designated function room and stable complimentary Wi-Fi in the accommodation rooms
  - Specify if bandwidth for use in the Function Room is common use or dedicated
  - Specify minimum bandwidth allocation included in the package
  - Specify add cost for higher bandwidth allocation and the specific bandwidth to be upgraded to

#### **OTHER REQUIREMENTS**

1. Should the indicative dates stated herein be not workable, then the actual dates may be worked out by both parties subject to mutual availability and agreement without changes to the other specifications stated in this Technical Specification

#### **IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS**

- **INDICATIVE DATES:** 11-14 July 2023 (target dates of implementation)

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be Filipino owned, operated and legally registered conference venue/hotel under Philippine laws
2. Must be DOT Accredited
3. Submit list of completed government and private projects similar to the contract to be bid within the last one (1) year.

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

The Approved Budget for the Contract (ABC) is **TWO MILLION AND SEVENTY THOUSAND PESOS ONLY (PhP2,070,000.00)** inclusive of all applicable fees and taxes.

#### **VII. TERMS OF PAYMENT**

1. Supplier must be willing to accept a send bill arrangement.
2. Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing.
3. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier

#### **VIII. DURATION OF CONTRACT**

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

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

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**X. FORCE MAJEURE**

If and to the extent that a Party's performance of any of its obligations pursuant to this Agreement is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such nonperformance, hindrance or delay, as applicable, of those obligations affected (the "Affected Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered, or delayed by a Force Majeure Event shall promptly notify the other Party of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.

The Impacted Party shall give Notice within 14 days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 90 days following Notice given by it, the other party may thereafter terminate the contract agreement specific to this Terms of Reference upon Notice.

Further, TPB and the Service Provider hereby acknowledge that while current events related to the Covid-19 pandemic are known, future impacts of the outbreak are unforeseeable and shall be considered a Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Terms of Reference.