

TECHNICAL SPECIFICATIONS
LEASE OF VENUE WITH FOOD AND BEVERAGES FOR THE
IN-HOUSE LEARNING SESSION: THE JOY OF TIKTOK: EMPOWERING CREATIVITY IN TOURISM

I. BACKGROUND:

As part of the Personnel and Human Resources Development Division's (PHRDD) Learning and Development program, the Tourism Promotions Board (TPB) will be conducting an in-house learning session entitled The Joy of TikTok: Empowering Creativity in Tourism. The said learning session targeted the 30 TPB personnel who will be expected to have a clear grasp of how TikTok works and how to use it, why it is an essential platform, and how the TPB can utilize it to market and promote the Philippines domestically and internationally as a major global tourism destination.

II. OBJECTIVES:

This project requires the engagement of a hotel venue within a ten (10) kilometers radius from the Tourism Promotions Board office for the provision of a meeting venue including food and beverage requirements during the conduct of the in-house Learning Session.

The Joy of TikTok: Empowering Creativity in Tourism will be conducted with the following objectives:

- To show TPB the value of having TikTok in their marketing mix, showcasing how we can work together in promoting the beauty of the Philippines both locally and internationally
- To equip the TPB team to be able to utilize and thrive in TikTok
- To introduce TikTok and its resources to the Tourism Promotions Board of the Philippines team; and
- To have a clear grasp of how TikTok works and how to use it, why it is an essential platform, and how the TPB can utilize it to market and promote the Philippines domestically and internationally as a major global tourism destination

III. SCOPE OF WORK/SERVICES/DELIVERABLES:

A. Venue Availability

1. Venue must be available on 10 August 2023 from 8:00 AM to 5:00 PM (indicative)
2. Venue must be able to accommodate 35 pax (minimum guaranteed of 25 pax)

**Final date of conduct to be advised at least one (1) week prior to the event*

B. Location and Site Condition

1. Located within a 10-kilometer radius of the TPB Office
2. Provision of at least six (6) parking passes/complimentary parking for vehicles of TPB officials, guests, and participants

C. Neighborhood Data

1. Venue must have health and safety protocols in adherence to 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 for the Workshop

- Classroom set-up adherent to IATF Guidelines space and distancing requirements
- High-ceiling and access to natural-light room
- No obstructing pillars
- Provision of the following:
 - At least two (2) Easel boards with Easel sheets
 - At least two (2) Whiteboard with markers and eraser
 - LCD Projector (rental included in the package) and Screen.
 - Signage stands for meeting rooms and other directional signage
 - One (1) Registration table with telephone
 - Two (2) TPB Secretariat table set-up at the back with three (3) chairs each
 - Use of minimum 3 wireless microphones
 - Pens and Pads
 - Mint, nuts, candies, or chips per cluster while seminar and workshop are on-going
- Drinking water shall be provided for the participants
- Flowing brewed coffee/tea for the participants while the workshop is on-going
- Existing fully functional Light and Sound System with on-hand technician
- Provision for electric outlets/extension cords per table/cluster (including the registration and secretariat tables)
- Wi-Fi access with dedicated bandwidth to support concurrent users on multiple devices in all areas designated within the function room
- Direct LAN port connection and set-up for the TPB technical staff
- Stand by dedicated staff while in session

2. Food/M meal for the Workshop

- Morning and afternoon snacks inclusive of one round of soda, tea, or fruit juice (Preferred A.M. & P.M. Snacks: sandwiches; pasta or traditional Filipino snacks)
- Managed Sit-in Lunch Buffet inclusive of one round of soda, tea, or fruit juice (minimum of 3 kinds of main course excluding vegetables as main)
- Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low-sodium, hypoallergenic or gluten-free)
- Food served shall be fresh, hot and ready at least 30 minutes before each meal
- All dinnerware and glassware necessary for the event
- Designation of uniformed and well-trained banquet service personnel
- Selection of final menu subject to end-user approval

E. Other Requirements

1. Designation of a point person who will coordinate with TPB
2. Must be flexible and could adjust immediately to urgent requirements without additional costs to the Client
3. Other arrangements that may be mutually agreed upon by the TPB

IV. PROJECT IMPLEMENTATION SCHEDULE

10 August 2023 8:00 AM to 5:00 PM (indicative)

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be DOT Accredited
2. Must be conforming with the government's safety guidelines and protocols and with DOT's approval to operate as regular hotel (DOT Safety Seal)

VI. APPROVED BUDGET FOR CONTRACT

The Approved Budget of the Contract (ABC) is **SEVENTY THOUSAND PESOS ONLY (Php70,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT:

1. No downpayment should be required by the hotel/property/venue in its proposal
2. Supplier must be willing to accept FULL send-bill arrangement with TPB
3. Payment will be based on the actual cost
4. 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
5. Full payment will be received thirty (30) working days upon receipt of Statement of Account/Billing Statement

VIII. CONTRACT DURATION

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

KAREN A. PADOLINA

karen_padolina@tpb.gov.ph
(02) 8 524 57 39

DIANA B. ROSIMA

diana_rosima@tpb.gov.ph
(02) 8 524 57 39

ADA JOSEFINA V. CRUZ

ada_cruz@tpb.gov.ph
(02) 8 524 57 3