

## TECHNICAL SPECIFICATIONS

### Lease of Venue with Accommodation, Food and Beverages for the 12<sup>th</sup> Regional Travel Fair in Ilocos 11-16 October 2023 *as of 30 June 2023*

#### I. BACKGROUND

The 3-day RTF will feature a two-day Business-to-Consumer (B2C) online selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

Another important highlight of the RTF is the on-site Business-to-Business (B2B) session, a platform for the Sellers and Buyers to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government's health and safety guidelines and protocols. A webinar on best practices on tourism operation open to all tourism stakeholders is also part of the fair.

For the said event there will be promotional giveaways to be given to the Buyers and Sellers participating in the activities of RTF.

#### II. OBJECTIVES:

1. Specifically, the program aims to:
  - Provide an online platform for the sellers and buyers to transact business.
  - Conform with the government's safety guidelines and protocols in the hospitality industry in the new normal scenario.
  - Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and fun destinations.
3. To improve the products and income of man and woman-owned or operated tourism enterprises.
4. To improve the representation of women and men as stakeholders of tourism development.
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.

#### III. SCOPE OF WORKS AND DELIVERABLES

<b>I. Availability</b>
1. Function Room and Hotel accommodation must be available on 11-16 October 2023
<b>II. Location and Site Condition</b>
1. Venue must be within the Business District of Laoag City and at least 5 KM away from Robinsons Ilocos
2. Availability of parking space and passes for TPB official vehicles, delegates, VIP, and Participants
<b>III. Neighborhood Data</b>
1. Maintains the minimum health and safety protocols in the building including the common areas.
<b>IV. VENUE /FOOD &amp; BEVERAGES</b>

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#### 1. Accommodation

- A. Type of Room: Single Room TPB/DOT Officials  
Duration: 12-16 October 2023  
No. of Rooms: 5
- B. Type of Rooms: Deluxe Rooms with 2 beds for TPB and DOT Personnel (Advance Party)  
Duration: 11-16 October 2023  
No. of Rooms: 3
- C. Type of Rooms: Deluxe Rooms with 2 beds for TPB/DOT Personnel  
Duration: 12-16 October 2023  
Number of Rooms: 10
- D. Type of Rooms: Deluxe Rooms with 2 beds  
Duration: 12-16 October 2023  
Number of Rooms: 10 rooms for DOT Regional Offices, 7 rooms for Attached Agencies and Airlines, and 20 rooms for Sellers from Ilocos Region
- E. Minimum of 40 Rooms and Maximum of 60 rooms (final rooming list will be advised five (5) days before the check-in date)
- F. Must have the following main amenities
  - Daily housekeeping
  - Breakfast
  - Room service
  - 24-hour front desk
  - Air conditioning
  - Luggage storage
  - Porter/bellhop
  - Reception hall
  - Free Wi-Fi

#### 2. Venue for Business-To-Business Session (B2B)

- A. Date: 13 October 2023 9:00 AM to 5:00 PM
- B. Venue must be at least 600 to 1,000 square meters
- C. Capacity: 60-70 classroom set up
- D. Must have 60-70 IBM tables with at least 3 chairs
- E. With centralized air conditioning system and well-lit during the event proper
- F. With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event.
- G. With complimentary use of available LCD Screen and Projector
- H. With internet connection that can accommodate 150-200 users
- I. With signage in the event area
- J. Provision of physical and technical Requirements, as follows:
  - audio and visual equipment
  - mixing console
  - USB/DVD player
  - at least 3 Microphones (wired and wireless)
  - stage for the presentation (at least 12 x 20 ft. and 3 ft in height)
  - mobile projector screen (10.5 x 14 ft. screen)
  - podium with gooseneck microphone
  - extension cords available in each table

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<ul style="list-style-type: none"><li>• lounge chairs on stage</li><li>• stage risers</li></ul> <p>K. Assistance during physical and technical set-up, as needed</p>
<p><b>3. Food and Beverages</b></p> <p>A. 12 October 2023 Dinner for the delegates No. of pax: 70 pax Manage Buffet</p> <p>B. 13 October 2023 Business-to-Business Session No. of Pax: 120 pax AM snacks, lunch, and PM Snacks Duration: 8:00 a.m. to 5:00 p.m. AM Snacks to be served at 10:00 a.m. Lunch to be served at 12:00 p.m. PM Snacks to be served at 3:00 p.m.</p> <p>C. Managed buffet with one round of iced tea, juice, or soda</p> <p>D. With flowing coffee/tea during the event</p> <p>E. Can accommodate dietary restrictions of guests/participants (Halal, vegetarians, diabetics, allergies, etc.)</p> <p>F. Dressed tables/chairs set-up</p> <p>G. Uniformed and well-trained banquet service</p>
<p><b>V. OTHER REQUIREMENTS</b></p> <p>1. Must be able to extend special room rates and event packages for this specific project. All rates must be net and inclusive of VAT, service charge and applicable taxes</p> <p>2. Designation of a point person who will coordinate with TPB</p> <p>3. Must be flexible and could adjust immediately to urgent requirements</p> <p>4. Other arrangements that may be mutually agreed upon by the TPB</p> <p>5. Can include 10% buffer in case there will be an additional cost subject for approval of TPB</p> <p>6. Must submit menu prior to the event for the TPB's approval</p>

## IV. PROJECT IMPLEMENTATION

Laoag City, Ilocos Norte on 11-16 October 2023

## V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be DOT Accredited

## VI. APPROVED BUDGET OF THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION FIVE HUNDRED EIGHTY-TWO THOUSAND FIVE HUNDRED PESOS ONLY (PHP1,582,500.00)** inclusive of all applicable taxes and fees.

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#### **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. CONTRACT DURATION**

The delivery of the services shall commence from the date of the receipt of Notice to Proceed until the completion of delivery of services.

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

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