

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE TPB 2025 MINI SPORTSFEST YEAR 2

#### I. BACKGROUND

The Tourism Promotions Board (TPB), through its Personnel and Human Resources Development Division (PHRDD), desires to conduct the **TPB Mini Sportsfest Year 2** with the theme **P.I.N.A.S. (Promoting Inclusivity through Nurturing Athletic Spirit)**. The Sportsfest is a one (1) month-long activity that promotes physical health, team enhancement and camaraderie, social interaction and community engagement, healthy competition, stress relief, and mental well-being.

The activity is pursuant to CSC MC No. 8, s. 2011, reiterating the adoption of continuing physical and sports activities, and to Section III, Item 1.B.1 of the approved 2024-2025 Plans and Programs of the PHRDD dated 07 February 2024. It is anchored on the 2023 general direction focused on supporting the mental, physical, and spiritual health of TPB personnel.

#### II. OBJECTIVES

1. To provide participants with access to activities and opportunities to develop discipline, strategic planning, and critical thinking, that can benefit them in different aspects of life.
2. To incorporate team sports and recreational events in TPB programs to enhance mental well-being and promote a supportive work environment.
3. To foster strong bond among colleagues, balance work-related pressures with enjoyable activities that can ease stress.

#### III. SCOPE OF WORK/SERVICES

1. Management, facilitation, and submission of proposed guidelines, subject to TPB approval, of the following sports activities:

Ball Games	Racket Games	Indoor Games	E Games
<ul style="list-style-type: none"><li>- Mixed Volleyball</li><li>- Basketball</li></ul> <i>(exhibition game only during the Opening Ceremony)</i>	<ul style="list-style-type: none"><li>- Table Tennis</li><li>- Badminton</li></ul>	<ul style="list-style-type: none"><li>- Darts</li><li>- Chess</li></ul>	<ul style="list-style-type: none"><li>- Mobile Legends</li><li>- Block Blast</li></ul>

2. Provision of the following:

**a. Venue Rentals (Within the 15km radius of the office location)**

Activities requiring venue rental:

1. Opening Ceremony (with ample space for cheer dance performance)
2. Awarding Ceremony
3. Basketball (*exhibition game only during the Opening Ceremony*)
4. Mixed Volleyball
5. Badminton

**Preferably in a closed facility with proper ventilation to ensure the health and safety of TPB participants**

**b. Team Uniform**

Full Jersey Set with sublimation print

- One (1) color per team; maximum of three (3) teams
- Two (2) pcs. Upper uniform (with or without sleeves) per individual
- Two (2) pcs. Bottom uniform per individual

**Note:** The Jersey design and layout shall be subject to TPB's review and approval once awarded to the winning bidder

**c. Awards and Prizes**

**Team Awards**

Sports Activity	Ranking	Quantity	Particulars
Volleyball	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	Trophy
Table Tennis	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	
Badminton	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	
Darts	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	
Chess	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	
Mobile Legends	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	

Block Blast	Champion 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	3	
Cheer Dance Competition	Champion	1	Trophy
<b>TOTAL</b>		<b>22</b>	

**Note:** The Trophy design and layout of each game shall be subject to TPB's review and approval once awarded to the winning bidder

#### Individual Awards

Sports Activity	Ranking	Quantity	Particulars
Volleyball	Mythical Six	6	Medals
	MVP	1	
Table Tennis	Overall Highest Pointer	1	
Badminton	Overall Highest Pointer	1	
Darts	Overall Highest Pointer	1	
Chess	Overall Highest Pointer	1	
Mobile Legends	Finals MVP	1	
Block Blast	Overall Highest Pointer	1	
<b>TOTAL</b>		<b>13</b>	

**Note:** The Medal design and layout of each game shall be subject to TPB's review and approval once awarded to the winning bidder

#### Cash Prizes

Ranking	Amount	Remarks
Overall Champion	P50,000.00	The cash prizes shall be presented to the winning team during the Awarding Ceremony
Overall 2 <sup>nd</sup> Place	P30,000.00	
Overall 3 <sup>rd</sup> Place	P20,000.00	

#### d. Sports Officials

Sports Activity	Particulars
Basketball	At least Three (3) officials
Volleyball	At least Three (3) officials
Badminton	At least Three (3) officials

Darts	At least Two (2) officials
Chess	At least Two (2) officials
Table Tennis	At least Two (2) officials
Mobile Legends	At least Two (2) officials
Block Blast	At least Two (2) officials

**The sports officials must wear appropriate attire or uniform during the game proper.**

**e. Food and Beverage**

Activity	F&B Requirement	Date
Opening Ceremony	<b>Packed Meals</b> <ul style="list-style-type: none"> <li>▪ AM Snacks <i>Choice of pasta, sandwich or pastry with drinks</i></li> <li>▪ Lunch <i>(Rice, at least two (2) viands, dessert with drinks)</i></li> <li>▪ PM Snacks <i>(Choice of pasta, sandwich or pastry with drinks)</i></li> </ul>	02 May 2025
Competition Proper	<b>Packed Meals</b> <ul style="list-style-type: none"> <li>▪ Light Snacks for players during the scheduled games <i>Choice of pasta, sandwich or pastry with drinks / Menu for approval.</i></li> </ul>	Within 05 to 29 May 2025
Awarding and Closing Ceremony	<b>Packed Meals</b> <ul style="list-style-type: none"> <li>▪ AM Snacks <i>Choice of pasta, sandwich or pastry with drinks</i></li> <li>▪ Lunch <i>(Rice, at least two (2) viands, dessert with drinks)</i></li> <li>▪ PM Snacks <i>(Choice of pasta, sandwich or pastry with drinks)</i></li> </ul>	30 May 2025

**Note:**

- **Packed Meals during the Opening Ceremony are for 170 pax (120 pax minimum guaranteed).** The actual number is for finalization at least one week before the event.
- Packed Meals on the Competition Proper are subject to the actual number of participants/players and finalization of scheduled events/games.
- **Provide water refilling stations with paper cups at activity venues outside TPB.**
- **The menu for the whole duration of activity is subject to approval of TPB.**

**f. Medical Team**

Activity	Particulars
Opening Ceremony and Awarding and Closing Ceremony	Two (2) First Aiders One (1) Ambulance
Competition Proper (each game)	One (1) First Aider

**g. Equipment and Supplies**

Activity	Particulars
Opening Ceremony	<ul style="list-style-type: none"> <li>- Lights and Sound System with microphones                             <ul style="list-style-type: none"> <li>➤ One (1) mic stand</li> <li>➤ Two (2) wireless microphones</li> </ul> </li> <li>- Three (3) Team Posts for the Assembly and Parade</li> <li>- Cheer Dance Platform</li> <li>- Forty (40) pcs. Clapper Stick Cheering Balloons per team color</li> <li>- Forty (40) pcs. Pompoms per team color</li> </ul>
Basketball	<ul style="list-style-type: none"> <li>- Two (2) official basketball ball size 7 (premium composite leather for indoor and outdoor)</li> <li>- One (1) scorebook</li> </ul>
Volleyball	<ul style="list-style-type: none"> <li>- Two (2) high-quality microfiber synthetic leather volleyball ball</li> <li>- One (1) flip board scorer</li> <li>- One (1) scorebook</li> </ul>
Darts	<ul style="list-style-type: none"> <li>- One (1) "self-healing" dartboard</li> <li>- Two (2) sets of dart pins (22g tungsten)</li> </ul>
Table Tennis	<ul style="list-style-type: none"> <li>- Ten (10) pcs. Table Tennis balls</li> <li>- Four (4) pcs. Table Tennis paddles</li> </ul>
Badminton	<ul style="list-style-type: none"> <li>- Four (4) tubes of feather shuttlecock</li> <li>- Scoresheet</li> </ul>

E Games	- Streaming equipment/ device
Awarding and Closing Ceremony	- Lights and Sound System with microphones ➤ Two (2) microphones

**Note:** Equipment and supplies specified above (except the lights and sounds, microphones, and streaming equipment/ device) shall be the property of the TPB after the conduct of the event.

**h. Photo and Video Coverage**

Activity	Particulars
Opening Ceremony	One (1) photographer and one (1) videographer
Game Proper	One (1) designated personnel to take photo and video documentation
Awarding and Closing Ceremony	One (1) photographer and one (1) videographer

**Note:** Video of the Opening Ceremony and Game Highlights to be presented during the Awarding Ceremony (including the Same Day Edits of the Championship Game). Raw photos, videos, and final video highlights/ SDE shall be submitted to TPB via an external hard drive.

**i. Backdrop**

Activity	Particulars	Remarks
Opening Ceremony	- Backdrop 5ft x 10ft	The design and layout shall be subject to TPB's review/approval
Awarding and Closing Ceremony	- Backdrop used during the opening ceremony	
	- Winners Podium	

**j. Host/ Emcee**

Activity	Date	Remarks
Opening Ceremony	02 May 2025	One (1) host/emcee for the opening and awarding/closing ceremony
Awarding and Closing Ceremony	30 May 2025	

**k. Pull Up Banners**

Activity	Particulars	Remarks
Opening Ceremony and Awarding and Closing Ceremony	2.75 ft x 6.5 ft	The design and layout shall be subject to TPB's review/approval

**IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE**

DATE	ACTIVITIES
02 May 2025	Opening Ceremony Exhibition Game TPB Mini Sportsfest Cheer Dance Competition
05 to 29 May 2025	Competition Proper of Sports Activities and E-Games  Indicative Schedule  <b>Outdoor Games</b> (Mixed Volleyball, Badminton): Every <b>Tuesday, Thursday and Friday from 9:00 AM to 4:00 PM</b>  <b>Indoor Games</b> (Table Tennis, Darts, Chess, E-Games): Every <b>Monday and Wednesday from 9:00 AM to 4:00 PM</b>
30 May 2025	Mixed Volleyball Championship Game Awarding Ceremony

**ACTIVITY DURATION**

- 02 to 30 May 2025 from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

**V. ELIGIBILITY/TECHNICAL REQUIREMENTS**

1. Bidder must be a Filipino-owned, operated, and legally registered company under the Philippine laws and must be in operation in the last two (2) years.
2. Bidder must have at least two (2) years of experience in conducting similar events and activities in government and private offices.
3. Submit proposed items for the equipment and supplies, subject to the approval of TPB one (1) week prior to the implementation schedule.

4. Submit the proposed program of activities and plan of approach including the proposed venue/s, guidelines per games, etc. together with the Technical Bid envelope.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is **Two Million Pesos Only (Php2,000,000.00)** only, inclusive of all applicable fees and taxes. Bidder shall provide an itemized breakdown of the financial bid in the price schedule form.

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

Send a bill to the Tourism Promotions Board. Full payment upon completion of deliverables and submission/receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account/ Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head, Personnel and Human Resources Development Division  
Tourism Promotions Board  
6/F 5 E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City  
1300 Philippines

Original copy of Statement of Account/ Billing Statement shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.

2. Copy of Official Receipt

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.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, the delivery fee shall be shouldered by the supplier.



**VIII. PROJECT OFFICERS CONTACT INFORMATION**

**KAREN A. PADOLINA**

[karen\\_padolina@tpb.gov.ph](mailto:karen_padolina@tpb.gov.ph)

**LYKA R. RAGOT**

[lyka\\_ragot@tpb.gov.ph](mailto:lyka_ragot@tpb.gov.ph)

**CARLA JANE D. SOSA**

[carla\\_sosa@tpb.gov.ph](mailto:carla_sosa@tpb.gov.ph)