

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE CONDUCT OF DISASTER PREPAREDNESS SEMINAR

I. BACKGROUND

In compliance with the Disaster Risk Reduction and Management (DRRM) Act of 2010, specifically the conduct of education and awareness programs, TPB recognizes that learning sessions on disaster preparedness and basic safety are essential tools in equipping its personnel.

TPB has conducted several basic safety training sessions in partnership with Lifeline Rescue 16911 as its emergency quick responder. Last year, a seminar on Disaster Preparedness was held in view of the natural calamities experienced.

As part of the continuous effort to educate and raise awareness to its personnel, TPB shall again conduct the Disaster Preparedness Seminar for another batch of participants.

II. OBJECTIVES

1. To increase understanding of the various types of disasters (natural and man-made) and their potential impacts on communities and individuals.
2. To provide attendees with the knowledge and tools to create personal, family, and community disaster preparedness plans, including emergency contacts, evacuation routes, and emergency kits.
3. To provide hands-on training and skill-building opportunities related to first aid, rescue operations, emergency response, and other disaster-related skills.

III. SCOPE OF DELIVERABLES

1. Provision of a venue with food and beverage (F&B) for **thirty-five (35) pax**, conducive to the learning session within Manila, Pasay, Makati, or Paranaque area.
2. Provision of Resource Person/s with at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic.
3. Provision of F&B for **thirty-five (35) pax** based on the following schedule:

Meals	Description	Time of Serving
AM Snack	Options of pasta or sandwich	8:00 AM – 8:45 AM
Lunch	Managed buffet with three (3) viands, and rice including salad and soup and dessert with one (1) round of drinks	12:00 NN – 1:00 PM
PM Snack	Options of pasta or sandwich	3:00 PM – 3:45 PM

4. Provision of at least one (1) dedicated coordinator/ assistant for close coordination for before, during and after the session requirements.
5. Provision of learning materials (printout, soft file or online) prior to the date of the session.
6. Provision of Certificate of Completion/ Attendance to respective participants upon confirmation of the TPB Secretariat.
7. Submission of Post Program Report with photo documentation within five (5) working days after the session.

IV. PROJECT IMPLEMENTATION SCHEDULE

28 April 2025 (Monday) from 8:00 AM to 6:00 PM (inclusive of ingress and egress).

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Provide at least three (3) proposed venues together with the quotation
2. Submit a customized proposal tailored to TPB's objectives together with the quotation
3. Submit proposed subject matter experts with their respective Curriculum Vitae based on the stated topic subject to TPB's approval together with the quotation

QUALIFICATIONS

1. Bidder must have at least three (3) years of experience in conducting various events and activities in government and private offices.
2. Bidder must be able to provide the following based on the stated specifications:
 - Qualified resource speaker/ subject matter expert/s with at least three (3) years of relevant experience and has conducted at least five (5) sessions related to the topic
 - Coordinator/ Assistant

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **TWO HUNDRED EIGHTY THOUSAND PESOS (P280,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and 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 Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300

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

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICER'S CONTACT INFORMATION

For particulars, please contact:

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