



TECHNICAL SPECIFICATIONS

CATERING SERVICES/EVENTS MANAGEMENT PROVIDER

I. Project Title	: DOT Annual Yearend Briefing 2024
Component/Set-up	: Live onsite attendance of 150 target participants
Implementation Date	: 17 December 2024 (depending on availability of the Secretary)
Venue	: Department of Tourism
Concept	: Formal Business
Procurement	: Catering Services/Events Management Provider
Estimated Cost	: PHP541,875.00
Source of Funds	: OPAA Augmented WFP 2024
Attachments	: Cost Basis

II. BACKGROUND

Tourism's role in economic resurgence and sustained recovery could not be overemphasized. No less than our President Ferdinand "Bongbong" Marcos, Jr. highlighted tourism's resilient and reliable contribution to sustained growth in his recent State of the Nation Address. According to him, tourism has historically provided livelihood and employment opportunities to Filipinos.

Given the importance placed by our President to tourism, we see the high value and critical importance of striving for success in promoting tourism to establish it as a hallmark of the current administration, and most importantly, a source of national pride for our people.

Philippine economic managers have identified tourism as the second top driver of the Philippine economy in the first half of the current year. This, despite global tourism recovery to pre-pandemic levels remains unrealized according to the United Nations World Tourism Organization.

Our President's vision for the Philippine tourism industry is clear: to establish a sector anchored in the richness of Filipino culture, heritage, and identity, making it competitive on the global stage. Together, through meaningful collaboration and innovation, we can transform the Philippines into a tourism powerhouse in Asia, ensuring lasting economic and social benefits for all that will give more reasons to **Love The Philippines!**

III. PROJECT DESCRIPTION

To maximize the DOT's media exposure and ensure that its public image remains positive, the OPAA has been organizing a Yearend Briefing. Held annually for the past three years prior to the pandemic. This gathering of invited members of the national media and stakeholders is part of its extensive information and awareness drive program to position the Department's works in various media platforms.

The DOT Annual Yearend Media Briefing and Appreciation Reception aims to give, first and foremost, the Tourism Secretary, as well as other key Officials of the Department the opportunity to engage our media partners and influencers for their sustained efforts in the promotion of Philippine tourism, while addressing some of the pressing issues related to policy directions, targets and accomplishments of the Department for the concluding year.

Sought to attend are the DOT-accredited members of the national media and influencers/ tourism-beat reporters, lifestyle, travel editors, columnists, and news-beat journalists from broadsheets,



travel magazines, radio, TV and social media. Top officials of the Department and heads of the communications department of allied agencies and stakeholders are also enjoined to attend the event for networking purposes.

IV. PROJECT OBJECTIVES

- Enlist commitment and support from the members of the national media in all Department initiatives, programs and directions;
- Contribute to advancing the vision of President Bongbong Marcos for a revitalized tourism sector that heralds the Filipino brand and contributes greatly to the Philippines’ economic resurgence.
- Engage members of media to continuously generate favorable publicity for the Department.
- Forge an eloquent relationship between and among media platforms.
- Engage public and private partnership in tourism development and propagation of the culture of tourism.

V. GENDER AND DEVELOPMENT OBJECTIVES

- Promote equal opportunities for men and women to receive recognition as indispensable players in the tourism industry.

VI. LEGAL BASIS

- Republic Act 9593 or the Tourism Act of 2009 mandates the Department of Tourism (DOT) to encourage activities and programs which promote tourism awareness, preserve the country’s diverse cultures and heritage, and instill a sense of history and a culture of tourism among the youth and the populace;

▪ TARGET PARTICIPANTS FOR THE YEAREND BRIEFING

ATTENDEES	NO. OF PAX
Print media (Broadsheets)	30
Print media (Magazine)	20
Broadcast (Television)	20
Broadcast (Radio)	20
New Media (Influencers)	10
DOT Officials	30
OPAA Staff	20
TOTAL	150



VII. SPECIFIC REQUIREMENTS FOR SUPPLIER

- Provide Catering Services for 150 persons in managed/assisted buffet set up
- For dinner: menu composition (dinner roll, butter, soup, main course (2 viands: beef & chicken) dessert, drinks (combination of soda and iced tea), and rice; two (2) 15kg of local roasted meat.
- Open bar snacks with free flowing coffee and tea, water throughout the function
- For snacks, there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice)
- Complete dining set-up, tableware
- Buffet table with linen and centerpiece
- Chairs and tables with cover and centerpiece
- Uniformed staff

VIII. ELIGIBILITY REQUIREMENTS for the SERVICE PROVIDER

- Duly registered Philippine-based company with appropriate government agency;
- Must be Filipino owned, operated and legally registered events management company/ venue/hotel/restaurant under Philippine laws;
- Must have at least three years’ experience in holding/staging social events and functions for international conferences, meetings, congresses, parties et al.;
- Must be DOT-accredited tourism establishment/MICE/events management
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;
- Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;

IX. SCOPE OF WORK/DELIVERABLES & BUDGETARY REQUIREMENTS

DESCRIPTION	PARTICULARS	TOTAL UNIT COST
<p>For dinner: Menu composition (dinner roll, butter, soup, main course (2 viands: beef & chicken) dessert, drinks (combination of soda and iced tea), and rice; two (2) 15kg of local roasted meat.</p> <p>For snacks, there should be at least three different types of snack and beverage (tea and coffee or cold beverage – juice)</p> <p>Free flowing coffee and tea, bottled water throughout the function</p>	<p>Meals/food for 150 pax</p>	<p>PHP 541,875.00</p>
<p>ABC</p>	<p>Approved Budged for Contract is inclusive of all applicable taxes</p>	<p>PHP 541,875.00</p>



X. LEGAL/TECHNICAL REQUIREMENTS

1. Valid Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

XI. PAYMENT PROCEDURE

Government procedure and subject to appropriate government taxes

XII. APPROVED BUDGET FOR THE CONTRACT (ABC):

The **Approved Budget for the Contract (ABC)** is **Five Hundred Forty-One Thousand Eight Hundred Seventy-Five Pesos Only (Php 541,875.00)** inclusive of all applicable taxes and fees.

XIII. SUBMISSION OF PROPOSAL

4F | Procurement Management Division
Department of Tourism Bldg., 351 Sen. Gil Puyat Avenue, Makati City

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