

TECHNICAL SPECIFICATION
EVENT MANAGEMENT SERVICES FOR THE CONDUCT OF THE 14TH REGIONAL TRAVEL FAIR (RTF)

I. BACKGROUND

In 2024, the implementation of the 13th and 14th Regional Travel Fair will feature the SOCCSKSARGEN and Western Visayas Regions to be held in April and October of 2023 respectively.

The RTF will feature a two-day Business-to-Consumer (B2C) online /onsite 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.

This will also highlight the one-day 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 innovate and develop travel-related business operations aligned with the government's health and safety guidelines and protocols.

A pre/post tour for the buyers/sellers/exhibitors will be part of the program for them to be updated new destination circuits offered by the regions.

Furthermore, RTF will highlight and feature the local artisans particularly the Philippine Weaves, aimed to promote their local products and sustain the community-based tourism enterprises in the regions.

II. OBJECTIVES:

1. 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.
6. To build up a destination image from emerging and potential destination from different parts of the country;
7. Educate new products and change potential visitor's destination image; and
8. Provide facts about the tourism products of each region in the Philippines.

Components of Regional Travel Fair (Hybrid Edition)

A. Travel Exchange (TRAVEX)/(B2B) ON-SITE

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

B. Business-to-Consumer (B2C)

It is a 2-day online/onsite selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

C. Pre/Post Tour Activities of the RTF Sellers and Buyers

This is activities to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

Proposed Venue and Schedule of Activities (subject to change):

Components	Lot 2: Region VI Roxas City, Capiz	Target Numbers of Participants
Onsite Business to Business Session (B2B) Whole day	11 October 2024	80 Sellers/Exhibitors / 60 Buyers Company
Business to Consumer Session (B2C) Two-day	12-13 October 2024	80 Sellers/ Exhibitors Company
Buyers Pre/Post-Tour Activities	10 & 14 October 2024	60 Buyers Company

III. SCOPE OF WORK/DELIVERABLES

Design of the Exhibition Space, Booths Installation, Maintenance, Dismantling, and Provision of Technical Requirements

REQUIREMENT	Business-to-Consumer (B2C) / Exhibit
Venue for the Business-to-Consumer (B2C)	- inclusive all administrative expenses such water, electricity, security, janitors, and other maintenance fees to be shouldered by the winning bidder - Venue/Space Rental c/o Tourism Promotions Board
Other Inclusions	- concept design of exhibit area and booth/counters - installation, maintenance and dismantling of the counters/booth set-up for the conduct of the Regional Travel Fair

A. General Deliverables

1. To submit a proposed concept design and layout of the exhibit space, respective booth / counter arrangements subject to the approval of TPB;
2. To submit Gantt chart to project the timing of activities; and
3. To supply, deliver and install all the required materials, amenities and other additional supplies and necessities for the set up and installation of the booth

B. Installation, Maintenance, and Dismantling of the RTF Exhibit Area:

1. General Stand Theme: Tourism Branding Campaign or the proposed campaign banner of TPB Theme is the reference for the design of the exhibit area the TPB will provide.
2. Exhibit space shall contain sustainable materials for the stand / exhibit area (e.g. wood, bamboo, textiles, and the likes);
3. Outdoor set-up, installation, supervision, and maintenance of exhibit paraphernalia (e.g. furniture, fixtures, tents to cover the booth set-up, props and the like).
4. Daily stand maintenance and cleaning for the duration of the event.
5. Coordination and arrangement for the exhibit area set-up and other technical requirements of the event.
6. Specific Stand Requirements:
 - a. Provide an area at the exhibit location for the activations, shows and other presentations.
 - b. Printing of appropriate backdrop visuals / overhead ceiling banners / interior décor made of sustainable materials or as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a tropical and sustainable destination.
 - c. Carpeted flooring to cover the electrical wiring and connections.
 - d. Install counters in the exhibit area. Below is the list of Sellers/Exhibitors.

Name of Agency Particulars		DOT Regional Offices/ Attached Agencies	Local Government Units	No. of 2 x 3 Shell Scheme or counters with 1 table and 2 chairs <i>Note: whichever is applicable to the size of event place for the B2C</i>
DOT ATTACHED AGENCIES	Duty Free Philippines	1	N/A	1
	TIEZA	1	N/A	1
	Philippine Retirement Authority	1	N/A	1
	Intramuros Administration	1	N/A	1
LUZON CLUSTER				
NCR	National Capital Region	7	1	8
CAR	Cordillera Administrative Region	7	1	8
Region 1	Ilocos Region	7	1	8
Region II	Cagayan Valley Region	7	1	8
Region III	Central Luzon	7	1	8
Region IV-A	CALABARZON (Cavite, Laguna, Batangas, Rizal and Quezon)	7	1	8
Region IV-B	MIMAROPA (Mindoro, Marinduque, Romblon, Palawan)	7	1	8
Region V	Bicol Region	7	1	8
VISAYAS CLUSTER				
Region VI	Host Region Western Visayas	20	1	8
Region VII	Central Visayas	7	1	8
Region VIII	Eastern Visayas	7	1	8
MINDANAO CLUSTER				
Region IX	Zamboanga Peninsula	7	1	8
Region X	Northern Mindanao	7	1	8
Region XI	Davao Region	7	1	8
Region XII	SOCCSKSARGEN	7	1	8
Region XIII	CARAGA	7	1	8
BARMM	Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	1	1	2
Total		111	17	128

AIRLINES AND ARTISANS		
Philippine Airlines	Philippine Airlines with logo	1
Cebu Pacific	Cebu Pacific Logo	1
AirAsia	AirAsia Logo	1
Stand animator	2 Artisans from the Region	2
Total		5

SPECIFICATION OF THE COUNTERS		
TPB Information counter	TPB logo	2 meters x 1 meter Counter with 3 chairs
Center	Stand animators/artisans (weavers)	At least 6 x 3 sqm Elevated flat form at least 1 foot to 2 feet
Interactive Activity Area	For consumers (Domestic Tourism Educational Interactive Games)	At least 3 x 3 sqm
Display Area	Display area for the products of the Philippine Weavers inclusive of lockable cabinets for safe keeping for the duration of the event	At least 3 x 3 sqm Elevated flat form at least 1 foot to 2 feet

- e. The counters and booths should have the following: at least 2 chairs, power outlet, appropriate lights, lockable cabinets, brochure racks, appropriate visuals, and accessories.
- f. To provide 30-50 chairs for the consumers for the live presentations.
- g. To provide exhibitor directory and stand layout (at least 3ft by 4ft).
- h. Destination power branding as an interactive feature of the exhibit area, as approved by TPB;
- i. Provision of furniture should fit the Tourism Country Brand and conform to the recommended layout by bidding company to include counters, tables, chairs, etc., as approved by TPB;
- j. All exhibition venue connections and fees (ample supply of electricity, suspensions and permits);
- k. Sufficient power outlets and lighting, to include one for the performance/open area;
- l. Other accessories / paraphernalia needed to achieve the desired theme;
- m. To provide internet connection package with load during the event (100 mbps for at least 100 users);
- n. Printing and installation of event promotional banners in the designated area in the mall
 - One (1) unit 6 ft. height x 14 ft. width
 - 30 to 50 units Lamp Post – 3 ft. x 9 ft. (vertical) with wooden frame
 - TPB will provide the design
- o. Maintenance and supervision (e.g. cleanliness, arrangement of fixtures/set-up) of the exhibit area/pavilion during the specific period.
- p. To provide of electric/industrial fans for the activity area if applicable
7. Repair or replace defective materials not conforming to the specifications, without cost to TPB.
8. Dismantling, inclusive of storage/disposal of the exhibit areas/parts and egress on the dates designated by TPB;
9. Provide storage room with proper locks for the brochures and other materials of TPB/DOT at least 6 x 3 sqm.
10. Participant's/Visitor's Lounge or corner inclusive of the following (good for 150 pax):
 - a. Drinking water dispenser for hot and cold with refill for the duration of the event
 - b. Coffee or tea with paper cups and stirrer
 - c. Biscuits, cupcakes, or native delicacies from the region
 - d. Mini paper plates, disposable fork, and spoon
 - e. One personnel manning the lounge

C. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs. Must be submitted upon receipt of NOA.

1. Project Manager
2. Two Graphic Artists
3. Electrician

4. Carpenter
5. Administrative Officers (at least two)

Note: *Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

Provision of Entertainment, Logistic, Photo/Video Documentation, and other Production Design

A. Business to Business (B2B) Session

Day 1 – Face to Face (75 to 80 Sellers)

1. Provide at least 80 pcs unique “Name Standee” for the RTF Sellers. Design to be approved by TPB, preferably sourcing from raw materials within the region.
2. Emcee or Voice Over to facilitate and manage the program of B2B.
3. Enhancement and arrangements of table and chairs during the B2B.
4. Entertainment for the Opening of B2B Session:
 - a. National Anthem and Prayer
 - b. Opening sing and dance number
5. Provide table cover with TPB logo

Size	:	Rectangular size: 2.5 ft x 5 ft.
Material	:	Polyester; sewn in all edges
Color	:	Cloth: Black
Text	:	Full Color (approx. 1.5 ft height)
Printing	:	Sublimation
Quantity	:	3 pcs
Estimated Cost	:	Php750.00 per items

B. Welcome Dinner (Venue to be advised)

1. Implement, provide, and manage the Welcome Dinner activities and set-up of the following:
 - a. Emcee and entertainment during the dinner in a festive mood.
 - b. Two Hundred (200) pcs. Tokens with packaging for the guests and participants cost range at Php400.00 to Php500.00 each. To be approved by TPB Secretariat.
 - c. Stage backdrop
 - d. Enhance the banquet decorations in accordance with the theme of the event. (table centerpiece and other paraphernalia needed that may deemed necessary)
 - e. Entertainment:
 - Welcome Dancers/Usher/Usherettes with appropriate costume.
 - Local Party Band or other recommendations that are advantageous to TPB
 - f. Photo booth display at the entrance of the venue
 - g. Manage the Lights and Sound system
 - h. Proposed Theme: For Roxas City “CAPIZTAHAN”
 - i. Manage the digital voting of *Star of the Night (1 man and 1 woman)*. Provide sash and token worth Php3,000.00 each.
 - j. Inclusive of Production Number with the local talents of the destination
 - k. Inclusive of talent fees or honorarium and cost of logistical requirements of the activity.
 - l. LED Wall and complete Sound System that are applicable to the venue

C. Business to Consumer (B2C)

Day 2 & 3 – Face to Face

1. Implement, provide, and manage the event plan /program for the 2-day B2C activities.
2. Provide maximum of six (6) entertainment during the B2C inclusive of local talent fees, meals, or honorarium. Preferably Talents from the Region and subject for the approval of TPB.
 - a. **Day 1 of B2C**

- 10:00H Opening and production number of B2C with live music, song, and dance (local entertainers from the regions)
 - Provide two (2) intermission numbers (local entertainers from the region) inclusive of honoraria or meals for the local talents.
 - 15:00H
 - 17:00H
- b. **Day 2 of B2C**
- Provide two (2) intermission numbers (local entertainers from the region) inclusive of honoraria or meals for the local talents
 - 10:00H
 - 18:00H
 - 15:00H Production Number for the closing and turnover ceremony inclusive of entertainment by the local talents
 - Provide and present three (3) minute edited compilation of videos (event highlights) for the 3-day activities of RTF to be shown during the Closing Ceremony.
3. Provide Emcee for the 2-day activities.
 4. Manage live presentation of RTF Sellers.

D. A 2-Day “Travel Bingo” during the B2C (6:00-8:00 PM)

1. Game Requirements
 - a. Provision for design and fabrication of Bingo Ball tambololo
 - b. 75 Numbered Bingo balls
 - c. Provision for Bingo Board
2. Bingo Master costume (Filipiniana or Filipino themed)
3. The game itself should be displayed in a recognizable form such that the player can follow the play and interact appropriately.
4. Operators must take all reasonable steps to ensure that the guidelines for dealing with policies of drawing numbers/letters, matching are done systematically. Update as necessary existing Travel Bingo mechanics of TPB DPD.
5. The distribution of information must be transmitted simultaneously to all player devices designed to receive notification within the game.
6. To encourage engagement regarding the various sites and attractions in a more fun and informative way. Trivia about the Philippines during the games
7. Provide the prizes for the Travel Bingo:
 - a. Day 1
 - 20 Winners of PhP3,000.00 each gift certificate
 - 20 Minor Prizes for the Trivia Games worth PhP300.00 each
 - b. Day 2
 - 20 Winners of PhP3,000.00 each gift certificate
 - 20 Minor Prizes for the Trivia Games worth PhP300.00 each
8. The supplier will be in-charge for any permit that may deem necessary.

E. Featured Local Artisans during the Business to Consumer Session (B2C):

1. Implement, manage, and provide the Live Selling of weaver’s products to be displayed during the B2C for two (2) days.
2. Video of featured local communities of traditional embroidery and weaving during the consumer show.
3. Engage the services of featured local artisan (e.g. weavers, crafts, embroiderers, or others)
4. Inclusive of talent fees plus taxes and other logistic requirements such as accommodation, transportation, and meals.
5. Brief description/history of their crafts
6. Local artisans are subject for approval of DOT Region and TPB

F. Technical/Logistical/Other Requirements for the Event

1. Live Feed in TPB FB or other social media account, if necessary.
2. Professional Cameramen
3. At least three (3) Professional Camera Set-up
4. Monitor Set-up-with Video Switcher
5. Technical Director
6. Communication System (Cameramen to Technical Director)
7. LED wall size of 9 x 12 ft. for (3) days
8. Sounds System and lights during the event
9. Stage set-up and backdrops for RTF
10. Provide colored printers during the event
11. Printing and provide three hundred (300) ID badges with leis
12. Printing with the RTF Certificate of Participation. TPB will provide the template file.
Materials: Parchment paper
Size: A4
Inclusion: Provide envelop with RTF Logo Printing
13. Assist the TPB Secretariat in any necessary printing requirements of the event.
14. Same day Edited Video (SDE) 3-day activities to be shown during the Closing Ceremony
15. Three (3) units of suitcase with RTF Logo to be used during turnover ceremony for the next region (design to be approved by RTF Secretariat)
Specification: Luggage waterproof suitcase trolley case at least 24 Inches PVC Suitcase Bag Protective Covers Transparent Rain Dust Luggage Travel
16. All photos and videos shall be stored in external drive to be given to TPB.
17. Provision of onsite related expenses in the amount of Fifteen Thousand Pesos only (PhP15,000.00) that may be incurred during the arrangements.

G. Publicity and Promotions of the Event in Social Media Boosting

1. Produce a two (2) One-minute “infomercial” to be broadcast to Social Media Platform least two weeks before the event with descriptions About RTF

H. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs. Must be submitted upon receipt of NOA.

1. Project Manager
2. Creative Director/Writer
3. Technical Director
4. Technical Support Team

Note: *Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

I. Assigned Personnel

1. Inclusive the cost of logistic, accommodation, travel and meal expenses of the Event Management personnel assigned.
2. There will be a dedicated team to handle the pre, during and post arrangements for easily coordination of the event.

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative dates)

Proposed Dates: 10 – 14 October 2024 in Region VI: Roxas City, Capiz

Note: *Dates are subject to change based on the actual site validation with the respective Regions validation and coordination meetings with the concerned DOT Regional offices and LGUs.*

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must have previously completed a minimum of five (5) national trade and consumer shows as booth contractor or event organizer projects within the past three (3) years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions, or Organizations. Required to submit a list of completed projects within the past three (3) years. Submit a copy of the certificate of satisfactory completion for completed government and private projects.
- Must be Filipino owned, operated and a legally registered Philippine Congress Organizer/ event/project management company/full-service booth contractor under Philippine laws and must have been continuously active in the industry for at least five (5) years from the time of submission of the bid documents.
- Must submit a proposed concept design and layout of the exhibit space, respective booth/counter arrangements.
- Must submit Gantt chart to project the timing of activities.
- Notarization of Contract shall be shouldered by the winning bidder.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FOUR MILLION SEVEN HUNDRED ELEVEN THOUSAND PESOS ONLY (PHP4,711,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

Payment will be on based on the milestones stated below. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, the supplier will shoulder bank charges.

MILESTONES	TERMS OF PAYMENT
<ul style="list-style-type: none"> • Submission of the approved program of activities, confirmed talents/performers. • Submission of the approved lay-out and design • Submission of the approved Gantt Chart 	15% of the total contract price
<ul style="list-style-type: none"> • Proof of completion of logistical requirements of the artisans and giveaways for the Welcome Dinner. • Proof of Completion of technical requirements of the venue 	35% of the total contract price
<ul style="list-style-type: none"> • Complete delivery of scope of works and submission and acceptance of the raw and edited videos and photos stored in external drive. • Submission and acceptance of Accomplishment/Terminal Report 	50% of the total contract price

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICERS

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