

TECHNICAL SPECIFICATIONS
SERVICES OF AN EVENT MANAGEMENT COMPANY FOR THE
INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2024
23-25 October 2024 | Marina Bay Sands Expo and Convention Centre

I. BACKGROUND

ITB Asia is an annually held three-day B2B trade show and convention for the travel industry; it is designed to become the primary event for the Asia Pacific travel industry, much like its parent event- ITB Berlin. It is organized by Messe Berlin (Singapore) Pte Ltd and supported by the Singapore Exhibition & Convention Bureau.

ITB Asia is the premier meeting place for the travel trade industry and a forum for establishing high-quality customer contacts and conducting business. This is where international exhibitors from all sectors within the travel-value chain commerce, Asia Pacific's leading travel companies, and emerging small and medium-sized enterprises meet with top international buyers from the MICE, Leisure, and Corporate Travel markets.

II. OBJECTIVES

The Philippines' participation in the ITB Asia 2024 aims to;

- Promote the Philippines as a world-class tourism destination;
- Generate top-of-mind recall of the Philippines; and
- Re-establish and sustain the interest of international buyers to include the Philippines in their travel programs and transform these interests into sales through our private sector counterparts.

III. SCOPE OF SERVICES

The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers or other Suppliers providing similar services, preferably with counterparts in Singapore, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:

A. Concept Design, Installation, Maintenance, and Dismantling of the Philippine Pavilion

Stand specifications:

Size: 216 square meters

Dimensions: 9 m x 24 m x maximum 5m

*Quotation must include designs for Island Stand (all sides open)

Stand number: TBC

Location: Marina Bay Sands Expo and Convention Centre Singapore, Singapore

General stand design theme: Upscale Modern Filipino design using Philippine textiles and sustainable materials such as lightwood, Capiz, Solihiya etc. Design proposals shall be reviewed and given recommending approval by the TPB Marcom Department.

The bidder shall develop two (2) options for the Concept Design of the Philippine Booth based on the following:

PARTICULARS

1. Use of Philippine textiles, and sustainable materials such as lightwood, Capiz, and Solihiya in upscale Modern Filipino Design
2. Integration of Love the Philippines in booth design proposal
3. Use ample lighting to ensure that all booth aspects are given the appropriate visual effect
4. Integration of highlighted or featured top tourism destinations in the Philippines

Bidders will be required to make a presentation (maximum of 20 minutes) of their Concept and Planned Approach to validate compliance with the technical specifications.

Please note that the final approved design shall be subject to further modifications, and enhancement based on the TPB management discretion.

1. Provide thirty (30) individual company workstations or negotiating tables with three (3) chairs for each of the Philippine exhibitors within the perimeter of the Philippine Pavilion stand to include the installation and disassembling of:
 - a. One (1) meeting table that can comfortably fit three (3) persons, with ample leg room suitable for international buyer participants;
 - b. Three (3) chairs with backrests;
 - c. An appropriately sized lockable storage cabinet per exhibitor;
 - d. Individually concealed electrical outlets with A or B sockets (for Philippine electrical plugs/2 sockets each) and aesthetically cohesive trash bins for each workstation / B2B table;
 - e. Company identity/visible signage/ exhibitors' logo/table number per exhibitor table (i.e. exhibitor logo or name, table number, etc.);
 - f. Thirty (30) A4 Acrylic stands on each table for the exhibitor logo;
 - g. At least two (2) brochure stands/racks at the information counter;
 - h. Provision of an appropriate number of real decorative plants based on approved booth design;
 - i. Strong Wi-fi connectivity with at least 100Mbps and available for at least 60 pax to access simultaneously, exclusive to the Philippine Pavilion;
 - j. At least two (2) strategically placed alcohol dispensers aligned with the booth design;
 - k. Appropriate lighting for each table (instead of just relying on the venue's house lights).
2. One (1) VIP / Meeting lounge that can comfortably accommodate 6-10 guests in one sitting and should have sofa chairs with center table/s and decorative real plants, with stanchions, for added exclusivity to the invited delegates.
3. Two (2) information counters with four (4) stool chairs, appropriate back-drop with LED Wall, two (2) outlets/extension cords with A or B sockets (for Philippine electrical plugs/3 sockets each), lockable cabinets or storage, brochure racks fit to size of materials, two (2) fish bowls, two (2) A3 Directory of Exhibitors/Map of the Philippine Pavilion and stand layout, lockable drawers with basic office supplies (stapler, scissors, scotch tape, notepads, pens, etc.) , and appropriate accessories as needed.
4. Inclusion of one (1) 3D Photo wall that aligns with the booth design/theme for the activation area.
5. Appropriately sized storage area/room inside the Philippine pavilion with lockable cabinets enough to accommodate personal belongings of co-exhibitors. This includes one (1) table and 3-4 chairs where the seller participants can rest and eat their meals.

The storage area should have the following:

- a. small lockable lockers for bags (appropriate quantity);
 - b. shelves for brochures, closed shelves/cupboards for food supplies and small gift items;
- and

- c. the storage area/room should have appropriate lighting.
6. Pantry area within the storage room with a coffee area, one (1) hot and cold water dispenser with daily water supply/drinking water, Filipino snacks, coffee, creamer, sugar, paper plate, disposable cutleries, cups, tissue, and tea amenities good for 80 pax for three (3) days.
7. Lay-out and production of appropriate materials for backdrop visuals/overhead ceiling banners with trusses/interior, sufficient lighting plan and fixtures, and other decorative elements and accessories highlighting the general theme for the Philippine Pavilion (in coordination with the Marketing Communications Department);
8. Carpeted floor to conceal the electrical wirings and connections;
9. Sufficient power outlets and amperes. Electric sockets per area should be recessed on the elevated floor to conceal all wires and should be with A or B sockets (for Philippine electrical plugs);
10. Daily booth cleaning, sanitation, and maintenance (before and after the event, per day);
11. Booth building and dismantling with the supervision of the main point person of the contractor and availability of maintenance and cleaning personnel for the duration of the fair;
12. Delivery/transportation services for goods and materials to and from supplier storage to the venue;
13. Dismantling of the booths/parts and egress on the dates designated by the event organizers;
14. Provision of one official photographer to document the Philippine Pavilions' activities during the whole duration of the event;
15. Images that will be printed and used as a wall should be appropriately back-lit or well-lighted;
16. Love the Philippines Logo should be LED back-lit;
17. Other requirements:
 - a. Supervision and stand maintenance during the stand installation and dismantling and for the duration of the fair
 - b. Necessary personnel supply and support
 - c. The contractor will be in charge of getting all necessary permits, electrical connections, and health, and safety requirements and shouldering fees as may be required by the event organizer;
 - d. Installation and uninstallation of the aforementioned stand while strictly following the rules and regulations set by the fair/event organizers
 - e. Photographs for documentation of stand elements after completion of installation. The TPB shall have full ownership of all the images gathered and presented (both in hard and soft copy files) from the event.
18. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed.

The total allotted budget is PHP 3,900,000.00

B. Venue with Food and Beverage Requirements for the Networking Dinner for the Philippine Delegation

1. Date: 24 October 2024
2. Time: 07: 00 PM onwards (maximum of 4 hours)
3. Venue: Singapore (For approval of TPB)
Note: Dinner venue that has a unique Singaporean dining experience, preferably within 10-15 minutes away from Marina Bay Sands Expo and Convention Center.
4. No of Pax: 60-75 pax
5. Menu (not Filipino cuisine): For approval of TPB.

C. Promotional Materials for the Consumers

NYLON DUFFLE BAG

SPECIFICATION:

1. 5 Internal pockets that you can label.
2. Internal features: Additional removable pocket with nameplate/ leather accent for embossing
3. External features: 4 pockets that you can label. Clips with key label

Dimensions: 19 x 40 x 22 cm handle drop 20cm

Materials: Water-resistant nylon fabric with leatherette trim

Logo: Philippines logotype (deboss)

Quantity: 200 pcs

Delivery Address: TPB Office 4th Floor Legaspi Towers 300 Malate Manila

Delivery Date: 30 calendar days upon approval of the final design

The total allotted budget is PHP 578,000.00

A sample peg/photo is available upon request. A sample of the item should be submitted to TPB for approval before mass production/purchase of all items.

D. Provision of transportation services for the following:

1. Two (2) minibus for the Philippine Sellers from the official venue to the Networking Dinner Venue good for 60-75 pax (one way only)
Pick Up Time: Approximately 7:00 PM Singapore Time
2. Van/s transportation for TPB promotional materials based on the following dates and itinerary:
21 October 2024-Changi Airport to Hotel
22 October 2024-Hotel to Event Venue
25 October 2024- Event Venue-Hotel
26 October 2024- Hotel to Changi Airport

** With driver inclusive of gas and parking fees*

**Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.*

E. Administrative Services

1. Delivery/transportation services for promotional materials, and other items for the event to and from supplier storage to the event venue in Singapore. This includes the provision of two (2) Large luggage and additional luggage allowance for the TPB officers who will bring the promotional materials, in coordination with the winning bidder for the air tickets.

2. Assistance on other related matters that may not have been included in this document but deemed necessary by either party.

F. Other Deliverables

The Service Provider must:

1. Shoulder the management fee set by the ITB Asia 2024 Organizers;
2. Have a dedicated team of engineers and technical personnel who will focus on the structure and installation of the Philippine pavilion;
3. Be able to collaborate, coordinate, and cooperate with the TPB MARCOM Branding team for the installation of the pavilion; and
4. Have the capability to invest, purchase, or rent (and coordinate its shipment to the site, when needed) furniture and accent pieces needed to complete the Philippine experience through its pavilion design.

G. Qualification of the Key Personnel

1. Key Personnel (at least three (3) years of relevant work experience)
 - a. 1 Project Manager
 - b. 1 Assistant Manager
 - c. 1 Designer
2. Support Staff (with 1 (one) year of relevant experience)
 - a. At least 2 Administrative/Project Staff

IV. QUALIFICATION OF THE BIDDER

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company/Project Management Company/ Full-Service Booth Contractor with experience in booth design and installation, event organization, and implementation.
2. Must be in operation for at least three (3) years.
3. Must have implemented or participated as a booth contractor/designer or event organizer in at least three (3) trade or consumer shows with international participation or audience, preferably in Singapore.

V. OTHER REQUIREMENTS

1. Submit a list of groups/clients and international events participated in or handled in the last three (3) years.
2. The winning bidder shall comply with the requirements of the Event Organizer.

VI. PROJECT IMPLEMENTATION SCHEDULE

The set-up/dismantling of the Philippine booth should be in accordance with the official event schedule.

Schedule of Requirements	Activity / Milestone
Within five (5) calendar days upon receipt of the Notice to Proceed	Submit the following documents: <ul style="list-style-type: none"> • Proposed Booth Design and Concept • Implementation Timeline
At the latest, two (2) weeks before the start of the event	Preparation of the booth materials, visuals, equipment, etc.

21 to 22 October 2024	Booth installation
23 to 25 October 2024	Booth maintenance
25 October 2024 after the event	Booth dismantling

VII. TERMS OF PAYMENT

PARTICULARS / MILESTONES	PAYMENT TERMS
Submission of the following documents: <ul style="list-style-type: none"> Two (2) proposed booth designs and concepts. Approved Implementation Timeline 	1 st Tranche: 15%
Upon submission of the following: <ul style="list-style-type: none"> Approved booth design by TPB and copy of the third-party authorization by TPB to the Organizer Proof of settlement of applicable fee/s by the Service Provider Delivery of the Promotional Materials 	2 nd Tranche: 65 %
Upon satisfactory completion of all the deliverables	3 rd Tranche: 20%

Must be willing to provide services on a “send-bill” arrangement based on the actual costs incurred.

Full payment will be on the send-bill arrangement statement to the *TOURISM PROMOTIONS BOARD PHILIPPINES* after the completion of services. The supplier will be paid once the travel is completed.

The supplier is encouraged to have a Landbank account. 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 contract shall commence from the date of the receipt of the Notice to Proceed until the completion of the deliverables identified in the final payment.

IX. TIME FRAME AND SCHEDULE OF WORK

The Company must be able to come up with the most feasible timeline for the installation and rendering of the Philippine pavilion and at the same time work closely with the TPB relative to the design and necessary graphical requirements.

X. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FOUR MILLION EIGHT HUNDRED FIFTEEN THOUSAND ONE HUNDRED TWENTY PESOS ONLY (PHP4,815,120.00)** inclusive of all applicable taxes and fees. The cost of items in the bid should be broken down. The bid price must include the workforce and their travel expenses, logistics, organizer’s fees, bank transfer fees, other charges, and other expenses needed to set up the booth. The financial proposal should allow for stand design and layout modifications depending on the needs and requirements of the end-user.

XI. PROJECT OFFICER’S CONTACT INFORMATION

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