

# **INTERNATIONAL TOURISM AND TRAVEL SHOW**

01-03 November 2023

Palais des Congres, Montreal, Quebec, Canada

## **TECHNICAL SPECIFICATIONS**

Services of an Event Management Company for the Logistical Requirements of ITTS 2024

### **I. BACKGROUND**

The International Tourism and Travel Show (ITTS) is a 3-day consumer show and is Canada's biggest annual travel show with more than one hundred (100) participating countries represented by its tourism offices, tour operators and agents held annually at the Palais des Congres in Montreal, Canada. The show welcomes the general public (B2C) and professionals (B2B) who attend to meet the experts and to learn about global and local destinations and activities.

The 33rd edition of the ITTS which took place from 03-05 November 2023 welcomed 29,688 visitors which is a 5% increase from 2022. About 220 exhibitors and partners representing over 350 travel destinations showcased their products and services in addition to having 160 conferences and 50 shows presented during the said event.

For this year, the Tourism Promotions Board (TPB) and the Philippine Department of Tourism New York (PDOT-NY) will be setting up a 400 square feet booth located at area 707 and will be showcasing Philippine destinations and experiences. The proposed booth set-up will include one (1) information counter and two (2) tables for participating private sector co-exhibitors.

The PDOT New York and the TPB will also be conducting a Country Presentation for 2-days at the main stage and will be participating in the World Cuisine, a culinary showcase within the event where chefs will be conducting a cooking presentation highlighting the cuisine, ingredients, and history of the featured food of the country.

Lastly, we will also be availing of a Newsletter Article which was provided free of charge by the organizer. The newsletter will be distributed four (4) weeks prior to the event and aims to increase brand awareness and media mileage of the country.

### **II. OBJECTIVES**

- Raise the level of awareness of the Philippines among the Canadian market in the province of Quebec;

- Showcase the Philippines as a preferred nature, adventure, and leisure destination for Canadian travelers;
- Educate the Canadian travel trade/agents and consultants about the Philippines and encourage them to develop and sell Philippine tour programs to Canadian travelers;
- Undertake business networking with Canadian tour operators & wholesalers;
- Produce potential trade and client database;
- Generate on-site sales for private sector partners.

### III. SCOPE OF WORK/DELIVERABLES

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

#### A. BOOTH OPERATIONS:

Provide the following services:

<b>Particulars</b>
<p><b>Meals at the Philippine Booth (4 pax)</b></p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Provision of Food and Beverage for two (2) Philippine Sellers and two (2) French Interpreters</i> <ul style="list-style-type: none"> <li>- <i>01 November 2024</i></li> <li>- <i>02 November 2024</i></li> <li>- <i>03 November 2024</i></li> </ul> </li> </ul>
<p><b>Snacks and Refreshments at the Philippine Booth (4 pax)</b></p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Provision of Snacks and Refreshments such as water, nuts and candies for all booth staff.</i> <ul style="list-style-type: none"> <li>- <i>01 November 2024</i></li> <li>- <i>02 November 2024</i></li> <li>- <i>03 November 2024</i></li> </ul> </li> </ul>
<p><b>Pre-Event Coordination Meeting in the amount of USD 600.00</b></p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Date: 31 October 2024</i></li> <li>• <i>Time: 07: 00 PM onwards (maximum of 4 hours)</i></li> </ul>

- Venue: Montreal, Quebec, Canada
- No of Pax: 10 pax (estimate)
- Menu (not Filipino cuisine): For approval of TPB

**B. TRAVEL, ADMINISTRATIVE AND LOGISTICAL EXPENSES:**

Provide the following services:

<b>Particulars</b>
<p><b>Manpower Support / French Interpreter (2 pax)</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• Should be able to speak in English and French</li> <li>• Service to render for 8 hours for 3 days</li> </ul>
<p><b>Transportation for Logistical Requirements (5 days)</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>• One (1) van that will transfer luggage and promotional materials along with Philippine seller participants on the following dates: <ul style="list-style-type: none"> <li>- <b>30 October 2024:</b> Promotional Materials from Montreal Airport to Hotel</li> <li>- <b>31 October 2024:</b> Promotional Materials from Hotel to Event Venue</li> <li>- <b>01 November 2024:</b> Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel</li> <li>- <b>02 November 2024:</b> Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel</li> <li>- <b>03 November 2024:</b> Promotional Materials and Seller Delegates from Hotel to Event Venue to Hotel</li> </ul> </li> <li>• With driver inclusive of gas and parking fees</li> <li>• Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</li> </ul>
<p><b>Air Tickets of two (2) PDOT New York Representatives</b> (New York – Montreal – New York)</p>
<p><b>Travel Insurance of two (2) PDOT New York Representatives</b></p>
<p><b>Daily Subsistence Allowance (DSA) of two (2) PDOT New York</b> (US\$ 365.00 x 6 days x 2 pax) = US\$ 4,380.00</p>
<p><b>Translation of Philippine Destination Brochures to French</b> (8 kinds of Philippine brochures)</p> <ol style="list-style-type: none"> <li>1. Philippine Omnibus Primer</li> <li>2. Dive Brochure</li> <li>3. National Capital Region</li> <li>4. Cordillera Administrative Region</li> <li>5. MIMAROPA</li> </ol>

6. Western Visayas
7. Central Visayas
8. CARAGA

*Note:*

- *Soft copies of the English brochure will be provided by the TPB to the translator.*
- *Translated soft copies of the brochures to be sent to TPB subject to approval.*

**Printing of Philippine Destination Brochures**

- (150pcs) Philippine Omnibus Primer – English
- (150pcs) Philippine Omnibus Primer – French
- (150pcs) Dive Brochure – French
- (150pcs) National Capital Region – French
- (150pcs) Cordillera Administrative Region – French
- (150pcs) MIMAROPA – French
- (150pcs) Western Visayas – French
- (150pcs) Central Visayas – French
- (150pcs) CARAGA – French

*Note:*

- ***Philippine Omnibus Primer (Sample TBA):***
  - ***Paper Size:*** A3 297mm x 420mm
  - ***Paper Stock:*** Constellation Snow White (130 gsm)
  - ***Paper Color:*** White
  - ***Print Color:*** Full color both sides
  - ***Printing Process:*** Offset printing
  
- ***Dive Brochure Specifications (Sample TBA):***
  - ***Spread:*** 29.7cm (width) x 42cm (height)
  - ***Folded:*** 10cm (width) x 21cm (height)
  - ***Folding:*** 6 panels front and back with folding
  - ***Paper Stock:*** Matt art paper 80lbs
  - ***Print Color:*** Full color both sides
  - ***Printing Process:*** Offset printing
  
- ***Regional Brochure Specifications (Sample TBA):***
  - ***Spread:*** 59.50cm (width) x 42cm (height)
  - ***Folded:*** 10cm (width) x 21cm (height)
  - ***Folding:*** 6 panels front and back with accordion fold
  - ***Paper Stock:*** Matt art paper 80lbs
  - ***Print Color:*** Full color both sides
  - ***Printing Process:*** Offset printing

<ul style="list-style-type: none"> <li>• <i>Printing to be done in Montreal, Quebec, Canada to lessen the cost of excess baggage allowance from Manila to Montreal.</i></li> <li>• <i>Printed brochures will be picked up on 30 October 2024.</i></li> </ul>
<b>Excess Baggage Allowance (Manila - Montreal) with a maximum amount of US\$ 1,000.00</b>
<b>Other Onsite Expenses in the amount of US\$ 500.00</b>
<b>Canada Visa Application of 1 TPB Officer</b>

**C. PROMOTIONAL GIVEAWAYS**

Provide the following services:

<b>Particulars</b>
<p><b>300 pcs. – Catcha Bag (Tote Type)</b></p> <p><b>Specifications (Sample Material TBA):</b>  <b>Dimensions:</b> 14"(w) x 13.5"(h) x 2.75" base  <b>Material:</b> Catcha  <b>Print:</b> Line-Art Design  <b>Design:</b> Sustainable, Community-based, light weight</p> <div style="text-align: center;"> </div>
<b>20 pcs. – Dried Mango Balls (100g)</b>
<b>300 pcs. – Dried Mangoes (20g)</b>
<b>15 pcs. – Chocolate Dried Mangoes (7 pcs/pack)</b>

**IV. PROJECT IMPLEMENTATION SCHEDULE**

<b>Date</b>	<b>Activity</b>
-------------	-----------------

14 October 2024	Full Delivery of Promotional Giveaways
30 October 2024	Brochures Printed in Montreal to be Picked-Up
31 October 2024	Pre-Event Coordination Meeting
01-03 November 2024	ITTS Event Proper

**V. ELIGIBILITY REQUIREMENTS**

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company / Project Management Company with experience in event organization and implementation; preferably with a counterpart in Canada;
2. Must be in operation for at least three (3) years; and
3. Must have organized and implemented at least one (1) fair/event with an international participation or audience, preferably in the US and Canada.

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

Approved Budget for the Contract is **NINE HUNDRED NINETY THOUSAND PESOS (PhP 990,000.00)**, inclusive of service charge, applicable taxes, and fees.

**VII. TERMS OF PAYMENT**

- Must be willing to provide services on a “send-bill” arrangement based on the actual costs incurred.
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Thirty (30) days upon receipt of SOA/billing.
- Full payment will be on the send-bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

**VIII. CONTRACT DURATION**

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

**IX. CONTACT INFORMATION**

Please get in touch with the project officer, Mr. Morris Christopher B. Basilan, The Americas Division, International Promotions Department, through the email address [morris\\_basilan@tpb.gov.ph](mailto:morris_basilan@tpb.gov.ph) or telephone numbers (02) 8525 9318 to 27 local 232 for details.