

TECHNICAL SPECIFICATIONS

Service Provider for the Logistical Requirements of Personnel Providing Safety and Security for PHITEX 2024

I. BACKGROUND

The Philippine Travel Exchange (PHITEX) stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed qualified buyers from around the globe, affording them the opportunity to engage in meaningful table-top business appointments with distinguished Philippine sellers. Moreover, it enables participants to experience the allure of various Philippine tourism destinations through pre-and post-event tours, all with the overarching goal of bolstering tourist arrivals in our beloved nation.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters a spirit of collaboration among participants in promoting affordable and competitive tourism packages.

Notably, even amid the challenges posed by the pandemic, the TPB demonstrated resilience and innovation in September 2020 by hosting the PHITEX 2020 Hybrid Edition in Panglao, Bohol, an online travel trade show that opened new doors to tourism stakeholders across the globe. It offered a novel hybrid conference environment, facilitating the exploration of fresh opportunities and markets, while providing invaluable updates to global buyers on the latest and most enticing Philippine tourism offerings.

Building upon the momentum, PHITEX ventured outside of Manila in 2021, choosing Subic as its host, and in 2022, the event made its triumphant return to Manila, marking the first time since the pandemic that international buyers were able to physically attend.

Coming out of pandemic, the first purely physical PHITEX was held in Cebu last 19-21 September 2023 after its first hosting 16 years ago. For this year, PHITEX will return to Manila and will be scheduled on 03-05 September 2024. The event will be attended by 80 fully hosted buyers coming from the top 13 markets of the TPB along with 80 seller companies.

Date of Events:

Date	:	September 02 – 13, 2024
Venue	:	Metro Manila

II. OBJECTIVES

- Provide venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers with possibility of securing booking on-site or at least business leads.
- Communicate to the global market that tourism in the Philippines is safe and is flourishing with its new and improved product offerings.
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

III. SCOPE OF SERVICES

1. Security requirement during PHITEX event proper (02-07 and 11-13 September 2024):
 - Provide logistical requirements for all assigned personnel (i.e., meals, gasoline, communication expenses, toll fees, etc.)
 - Provision of meals at Php660.00 per day per pax

DATE	NUMBER OF PAX
September 2, 2024	120
September 3, 2024	120
September 4, 2024	120
September 5, 2024	120
September 6, 2024	120
September 7, 2024	120
September 10, 2024	40
September 11, 2024	40
September 12, 2024	40
September 13, 2024	40

- Communication allowance at PhP10,000.00 for the entire duration of the event.
- Two (2) triple room accommodation near the official venue from 02-07 September 2024.
- Provision of at least PhP10,000.00 miscellaneous expenses covering toll fees, parking, gasoline etc.
- Assign a focal person(s) to coordinate with the TPB for the activities required to be performed.
- Provide assistance to TPB in coordinating with the PNP-NCRPO, AVSEGROUP, AIRPORT POLICE, MMDA, OCD, LGUs for the security requirements of PHITEX 2024.

2. Safety requirements during the PHITEX event proper (02-07 and 11-13 September 2024):

- Provide logistical requirements for all assigned personnel (i.e., meals, gasoline, communication expenses, toll fees, etc.)
 - Provision of meals at PhP660.00 per day per pax

DATE	NUMBER OF PAX
September 2, 2024	12
September 3, 2024	12
September 4, 2024	12
September 5, 2024	12
September 6, 2024	12
September 7, 2024	12
September 10, 2024	10
September 11, 2024	10
September 12, 2024	10
September 13, 2024	10

- Communication allowance at PhP10,000.00 for the entire duration of the event
- Provision of at least PhP10,000.00 miscellaneous expenses covering toll fees, parking, gasoline etc.
- Assign a focal person(s) to coordinate with the TPB for the activities required to be performed
- Provide assistance to TPB in coordinating with the OCD and LGUs for the safety requirements of PHITEX 2024.

IV. SCHEDULE OF DELIVERY

Date of Delivery: 02 – 07 and 11 – 13 September 2024

V. ELIGIBILITY REQUIREMENTS

- Must be engaged in a business as a Logistics Provider, Tour Operator or an Events Management Company.

- Must be Filipino owned, operated, and legally registered company under Philippine laws.
- Must be in operation for at least three (3) years.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION ONE HUNDRED FORTY THOUSAND PESOS (PHP1,140,000.00)** inclusive of all applicable taxes and fees to be charged to PHITEX budget.

VII. TERMS OF PAYMENT

- 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.
- Payment shall be made within 30 working days upon submission of the Statement of Account with complete supporting documents
- 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.

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the full completion of the event, based on the actual cost incurred.

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VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full delivery of the requirements.

IX. CONTACT INFORMATION

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