

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2024 INTERPRETERS

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#### I. BACKGROUND

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 the Philippines.

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.

#### II. OBJECTIVES

- Invite a maximum of 80 international buyers from TPB markets and 80 Philippine seller companies to participate in the event.
- Provide a 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; and
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

#### III. SCOPE OF WORK/SERVICES

TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the two (2)-day travel exchange, who can speak:

<b>LANGUAGE</b>	<b>NUMBER OF INTERPRETERS (pax)</b>
Japanese	4
Korean	4
Chinese (Mandarin)	8
<b>TOTAL</b>	<b>16</b>

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

Date of Implementation : 04-05 September 2024 (TRAVEX)  
 Venue of Event : Within Metro Manila

#### **V. QUALIFICATION OF BIDDERS**

- A. Must be a duly registered Philippine company engaged in the business as a travel and tour agency/operator;
- B. Must be in operation for at least three (3) years; and
- C. An interpreter's Curriculum Vitae (CV) must be submitted for TPB approval, demonstrating a minimum of three (3) years of interpreting experience.

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

The Approved Budget for the Contract (ABC) is **THREE HUNDRED EIGHT THOUSAND PESOS (PHP 308,000.00)**, inclusive of all applicable taxes and bank-related fees. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

#### **VII. TERMS OF PAYMENT**

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

**CARMELA JOY A. FEBRIO**

Project Manager

Philippine Travel Exchange (PHITEX) 2023

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The supplier must 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 receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**IX. PROJECT OFFICERS CONTACT INFORMATION**

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