

ANNEX A: TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS INCLUDING KEY OPINION LEADERS' COVERAGE AND OTHER REQUIREMENTS OF THE PHILIPPINES' PARTICIPATION IN THE WORLD TRAVEL MARKET (WTM) 2024

I. BACKGROUND:

The World Travel Market (WTM) London is the world's most influential travel and tourism event. It brings together the global leisure travel community, helping drive a travel industry valued at more than US\$ 9.6 Trillion. This year, the must-attend exhibition for the worldwide travel and tourism industry will be held on 05-07 November 2024 at the Excel London, United Kingdom.

Year-on-year, the WTM allows tourism businesses from around the globe to highlight their brand and exhibit at the show along with the biggest names in accommodation and hospitality, renowned tourism destinations and attractions, innovative travel technology providers, and airlines. The event helps NTOs and international travel providers do business with world-class travel buyers and showcase their services to the international press.

For this year's participation at the WTM, we will once again highlight the tourism brand "Love the Philippines" and highlight the very best experiences and award-winning destinations the country can offer. Our participation in this prestigious event also aims to support the target set for 7.7M inbound tourists in 2024 and in positioning the Philippines as Asia's Next Tourism Powerhouse.

Philippine Stand Features:

There will be a 320.25 sqm island pavilion located near the N10 entrance hall and will feature the "Love the Philippines" global branding, and our award-winning destinations and activities.

II. OBJECTIVES:

Continued participation at the WTM London 2024 will provide a platform for the Philippines' travel and hospitality industry to:

- Strengthen the Philippines' global tourism branding campaign "Love The Philippines";
- Showcase the Philippines' award-winning destinations;

- Network with new stakeholders in existing and emerging tourism source markets, and generate new business deals;
- Renew linkages with industry counterparts in Europe and other key markets;
- Explore partnership opportunities with various tourism stakeholders, including tour operators, OTAs, online distribution platforms, travel websites and communities, journalists, and influencers, among others; and
- Sustain a strong and distinguished presence in the global tourism industry.

III. SCOPE OF SERVICES:

The Tourism Promotions Board (TPB) is inviting qualified Event Management Companies/Event Organizers or Destination Management Companies or other suppliers providing similar services, preferably with counterparts in London, United Kingdom, to organize and implement the logistical requirements of the Key Opinion Leaders' Coverage and Other Requirements of the Philippine Participation in the World Travel Market (WTM) 2024 at the Excel London, United Kingdom.

A. Provision of travel expenses for ten (10) Key Opinion Leaders

- 10 business class air tickets en route MNL-LHR-MNL for the KOLs (requires approval of the president), preferably Emirates, Etihad, Qatar Airways and Turkish Airlines.
- Travel insurance
- Visa assistance and facilitation

B. Provision of travel expenses for two (2) TPB personnel

- Two (2) economy class air tickets en route MNL-LHR-MNL, preferably Emirates, Etihad, Qatar Airways and Turkish Airlines.
- Travel insurance
- Visa assistance and facilitation

C. Transportation services based on the following:

- Five (5) transportation vehicles, preferably 6-seater van x 6 days
- 2018 model or newer
- Inclusive of licensed driver, fuel, applicable parking, driver's meals, toll and overtime fees.
- One (1) luggage van for airport and hotel transfers

- Tentative transportation schedule

Date	Particulars
03 November 2024	<ul style="list-style-type: none"> • Arrive London, UK • Hotel Transfers • Provide one (1) extra van for the luggage
04 November 2024	<ul style="list-style-type: none"> • Philippine stand inspection
05 November 2024	<ul style="list-style-type: none"> • Day 1 WTM opening ceremony
06 November 2024	<ul style="list-style-type: none"> • Technical/Appreciation Tour and dinner with the delegation
07 November 2024	<ul style="list-style-type: none"> • Interviews • Day 3 WTM
08 November 2024	<ul style="list-style-type: none"> • Depart London, UK • Provide one (1) extra van for the luggage

D. Provision of one (1) dinner hosting based on the following

- Maximum of 45 Persons – 10 KOLs, media representatives, DOT Legislative Liaison Unit, DOT/TPB Officials
- Restaurant in a popular tourism location within London and suburbs, as approved by the TPB. Date to be determined. Estimated cost per pax GBP120.00.

E. Provision of a cultural and market immersion, and technical inspections to include tour guides, meals and entrance fees to any of the following:

- Museum Experience
- Gastronomy Experience
- Other Tourist Educational Experiences

F. Provide Accommodations for the three (3) invited media representatives

- Three (3) standard single occupancy room for 5 nights in a 3-star hotel or boutique hotel in London

G. Provide Per Diems allowance for three (3) invited media representatives (USD100 x 3 pax x 6 days)

H. Administrative Services

- One (1) Group Coordinator with at least 3-years of relevant experience to manage the itinerary; **CV of coordinator should be included in the technical specifications**
- One (1) Tour Guide during the cultural and market immersion and technical inspections
- Provision of event badges for the participants, GBP 49/pax + vat
- Assistance in securing accommodation/hotel and restaurant reservations, as needed; and
- Assistance on travel and immigration documents for the entire delegation to include Visa fees, as needed.
- Provision of miscellaneous fee and other communication expenses.

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: **05-07 November 2024;**

Venue: London, United Kingdom

V. QUALIFICATIONS OF BIDDERS:

- A. Must be a duly registered Philippine company engaged in the business as an Events Management Company / Project Management Company or Destination Management Company with experience in event organization and implementation in Europe; preferably with a counterpart in London, UK;
- B. Must be in operation for at least three (3) years; and
- C. Must have organized and implemented at least one (1) event with VIPs on a similar scale, preferably in Europe.

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract (ABC) is **Five Million Three Hundred Eighty-One Thousand One Hundred Sixty-Eight Philippine Pesos (PHP5,381,168.00)**, inclusive of all applicable taxes and bank-related fees.

VII. TERMS OF PAYMENT:

Payment will be made in two (2) tranches following the submission of the listed requirements:

	Particulars	Payment Scheme
First Tranche	Upon the approval of the final, official itinerary and issuance of the air tickets	50% of payment
Second Tranche - Final Payment	Upon completion of services as listed in the Technical Specification and submission of complete documents and actual cost.	50% of payment

Send-bill of actual expenses to the **TOURISM PROMOTIONS BOARD PHILIPPINES** addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer

ATTN: MARIVIC M. SEVILLA
Acting Head, International Promotions Department

after the completion of services and submission of applicable and appropriate liquidation report.

- 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.
- 30 days upon receipt of SOA/billing
- 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. Payments 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 OFFICER'S CONTACT INFORMATION:

MR. MICHAEL M. MALONDA

Market Specialist III

Europe, Africa, Middle East and India Division

International Promotions Department

Email address: Michael_malonda@tpb.gov.ph

MR. RAMON JULIAN S. DE VEYRA, JR.

Acting Head

Europe, Africa, Middle East and India Division

International Promotions Department

Email address: jojo_deveyra@tpb.gov.ph

Received on 3 Sept