

ANNEX A: TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS INCLUDING KEY OPINION LEADERS' COVERAGE AND OTHER REQUIREMENTS OF THE PHILIPPINES' PARTICIPATION IN THE INTERNATIONALE TOURISMUS BORSE (ITB) BERLIN 2025

I. BACKGROUND:

The ITB Berlin, held annually since 1966, is a premier business-to-business event in the global tourism industry, attracting thousands of exhibitors and participants worldwide. As a hub for tourism professionals, ITB Berlin provides a unique platform to explore the latest trends, challenges, and innovations in the travel sector.

The Philippines has been a constant presence at ITB Berlin since the early 1980s, underscoring the importance of maintaining its visibility at one of the largest trade events in the global tourism industry. Over the years, the country has consistently expanded its booth size and showcased award-winning destinations against a backdrop of meticulously curated Philippine masterpieces.

Philippines at ITB Berlin 2025

The TPB/DOT is proposing to secure a 290 to 310-sqm booth space and targeting 25 private sector companies / tourism stakeholders, one (1) DOT-attached agency, and one (1) Local Government Unit to co-exhibit. The booth will feature B2B meeting tables for the 27 co-exhibitors, themed activation areas, a VIP meeting area, LED and central information counters. Proposed partnering with Local Government Units to be the feature highlighted destinations in the Philippines' booth. Additionally, we suggest hosting a networking reception at the Philippine booth to offer entertainment and provide food requirements.

II. OBJECTIVES:

The continued participation at the ITB Berlin would provide a platform for the Philippines to:

- Strengthen and maintain the country's presence in the global stage;
- Increase the market's awareness and interest in the Philippines;

- Sustain the number of tourist arrivals from the European markets, specifically Germans;
- Conduct international business-to-business meetings with new stakeholders in existing and emerging tourism source markets, and generate new business deals;
- Enhance Philippines’ participation by showcasing more meaningful and purposeful tourism;
- Generate gross income from participation fees (Internal objective); and
- Experience the Philippines through the enhanced pavilion design.

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 Berlin, Germany to organize and implement the logistical requirements of the Key Opinion Leaders’ Coverage and Other Requirements of the Philippine Participation in the ITB Berlin 2025.

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

- 10 business class air tickets en route MNL-BER-MNL with one layover with no transit visa for the KOLs.
- Travel insurance worth PhP1-M coverage policy
- Visa assistance and facilitation

B. 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 March 2025	<ul style="list-style-type: none"> • Arrive Berlin, Germany • Hotel Transfers • Provide one (1) extra van for the luggage • Philippine stand inspection

04 March 2025	<ul style="list-style-type: none"> • Day 1 ITB BERLIN opening ceremony • Dinner with the DOT/TPB officials and officers
05 March 2025	<ul style="list-style-type: none"> • Technical/Benchmarking Tour and dinner with the delegation
06 March 2025	<ul style="list-style-type: none"> • Interviews • Day 3 ITB BERLIN
07 March 2025	<ul style="list-style-type: none"> • Depart Berlin, Germany • Provide one (1) extra van for the luggage
08 March 2025	<ul style="list-style-type: none"> • Arrival in Manila

C. Provision of one (1) dinner hosting with DOT/TPB officials and officers based on the following:

- Maximum of 45 Persons – 10 KOLs, media representatives, DOT Legislative Liaison Unit, DOT/TPB Officials
- Restaurant in a popular tourist location within Berlin, as approved by the TPB, scheduled on 04 March 2025 (subject to confirmation).

D. 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

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

- Three (3) standard single occupancy room for 5 nights in a 3/4-star hotel or boutique hotel in Germany

F. Provision of Per Diems allowance for three (3) invited media representatives (USD100 x 6 days x 3 pax)

G. 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**
- Two (2) English speaking Tour Guides with at least three (3) years of relevant experience during the cultural and market immersion and technical inspections, CV of tour guide to be provided ten (10) days after issuance of Notice to Proceed (NTP).
- Provision of exhibitors' badges for the participants
- Assistance in securing accommodation/hotel and restaurant reservations, as needed; and
- Assistance on travel and immigration documents for the entire delegation to include payment of Visa fees, if needed.
- Provision of miscellaneous expense in the amount of ONE THOUSAND FIVE HUNDRED EUROS (EUR1,500.00), billing should be based on actual cost)

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: **04-06 March 2025;**

Venue: Berlin, Germany

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 Berlin, Germany;
- 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 **Nine Million Two Hundred Forty-Two Thousand Eight Hundred Philippine Pesos (PHP9,242,800.00)**, 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 proof of issuance of the air tickets	50% of payment
Second Tranche Final Payment	Upon issuance of Certificate of Project Completion.	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

- 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

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