

TECHNICAL SPECIFICATIONS

PADI DIVING FESTIVAL 2024

22-24 November 2024

Cebu, Philippines

Service Provider for the PADI Diving Festival 2024

I. BACKGROUND

PADI (Professional Association of Diving Instructors) is the world's largest ocean exploration and diver organization, operating in 186 countries and territories, with a global network of more than 6,600 dive centers and resorts and over 128,000 professional members worldwide. Issuing more than 1 million certifications each year, and with over 29 million certifications to date, PADI enables people around the world to seek adventure and save the ocean through underwater education, life-changing experiences and travel.

The PADI Diving Festival has been successfully held in Jeju Island, Korea since 2011 attracting diving enthusiasts from across the globe. Now on this 3rd time, PADI will be conducting the festival in Cebu, Philippines. With an estimated attendance of 200 participants, including fun diving activities and talent competitions for Japanese divers, the festival aims to showcase the beauty of the Philippine diving destinations.

II. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES

- The project requires a service provider who will help and assist in the implementation of the said event.
- Secured sponsorship or discounted rates should be deducted from the total expenses.

DELIVERABLES	SPECIFICATIONS	REMARKS
Accommodation	Two (2) twin-sharing rooms with breakfast for two (2) pax for each room for two (2) nights Check-in: 22 November 2024	Official venue will be at Fili Hotel Nustar, Cebu City.

	Check-out 24 November 2024	
Shipment (two-way)	Domestic shipment of giveaways and other supplies from TPB office to the official venue and back to Manila after the event	<ul style="list-style-type: none"> • Door to door air freight delivery service • Duties/taxes/ destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharges, and other applicable charges needed to be advanced by the shipment company and bill TPB on the actual cost • Ensure that the goods will arrive to the shipping address in good condition. Should there be damaged items, supplier to replace them before the date of need.
Miscellaneous Expenses	Coordination meeting, communication expenses, porter fees transportation expenses, and other on-site expenses)	
Service Fee	Inclusive of taxes and all other applicable fees	

III. BUDGET

Approved Budget for the Contract (ABC) is **THREE HUNDRED TWENTY-SEVEN THOUSAND SIX HUNDRED PESOS (PHP 327,600.00)** inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. 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.

IV. PAYMENT PROCEDURE

Send bill to the **TOURISM PROMOTIONS BOARD** after the completion of services.

SHEENA ANJELI M. BOTIWEY

Division Chief, North Asia Division
International Promotions Department
6/F, Five E-Com Center, Harbor Drive
Mall of Asia Complex

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.

V. EVALUATION PROCEDURE

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 abovementioned approved budget for the contract (ABC).

VI. ELIGIBILITY REQUIREMENTS

1. The Service Provider must be a Filipino-owned, operated, and legally registered Events Management Company/ Project Management Company/ Production House or Tour Operator / Agency under Philippine laws and must have been in operation in the last three (3) years handling similar projects. Must submit a list of international and/or local events handled in the past three (3) years.
2. Must have experience in organizing medium to large-scale events and at least three (3) similar events in the last three years.
3. The Service Provider's key personnel must have a minimum of three (3) years of relevant experience in handling such events of a similar nature.

VII. TECHNICAL/LEGAL ELIGIBILITY REQUIREMENTS

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. Income/Business Tax Return
4. BIR Registration with TIN
5. PHILGEPS Accreditation Certificate
6. Omnibus Sworn Statement

7. Company Profile

VIII. CONTRACT DURATION

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

For particulars, please contact:

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