

## ANNEX A: TECHNICAL SPECIFICATIONS

### SERVICES OF AN EVENT MANAGEMENT COMPANY / SERVICE PROVIDER/ DMC FOR THE PHILIPPINE BUSINESS MISSION (PBM) TO KOREA 2025

#### I. BACKGROUND:

Korea has consistently produced over a million tourist arrivals to the Philippines since 2012. In 2023, Korea remained the top source of inbound tourism, getting 26.62 percent of the pie which delivered 1,450,858 foreign tourists. As of 01 October 2024, the DOT reported that the arrivals between January 2024 and September 2024 is 1,197,083, which nearly consists of almost 27 percent of the total market share.

Given this significant contribution and to consistently achieve the top spot of tourist arrivals in 2025, organizing the PBM to Korea is one of the strategic plans for developing and tapping the leisure and incentive tourism market at the same time in South Korea to generate the needed volume. In addition, it is crucial to continuously update the Korean tourism industry on new developments in Philippine destinations and properties post-pandemic.

The PBM to Korea will provide a vital platform for conducting business with key players in Korea and for keeping the market informed about the latest tourism developments in the Philippines. The event will feature several highlights, including: (1) a Philippine Tourism Presentation by the TPB, DOT Korea, and the Philippine delegation to update stakeholders on the latest initiatives and directives; (2) a Philippine Travel Mart featuring one-on-one tabletop business meetings; and (3) a dinner reception with entertainment to facilitate networking with Korean travel trade members. In 2025, PDOT Korea is suggesting PBM Korea to take place in three (3) major cities in South Korea – Busan, Daejeon and Seoul

The targets for the PBM 2025 are as follows:

- a. 30-40 Philippine Seller Companies with maximum of two (2) delegates each (hotels, resorts, travel agencies, tour operators, DMCs, airlines, etc.)
- b. 70 Korean buyers per leg (travel agents, corporate travel buyers, etc.)
- c. 200 buyers/partners for the reception

#### II. OBJECTIVES:

1. To promote the Philippines as a prime tourist destination for the Korean market;
2. To sustain the Philippine's visibility and presence in the market;
3. To provide a platform and venue for Philippine travel and tourism suppliers to conduct business meetings with their Korea counterparts to develop and/or renew business partnerships;
4. To generate sales leads and/or seal and secure business deals;

5. To provide vital and key information and update the Korean travel partners about the exciting developments in the Philippine travel and tourism industry;
6. To gather important market intelligence about the Korea travel market for sustained and effective marketing efforts.

### III. SCOPE OF SERVICES:

The Tourism Promotions Board (TPB) is inviting qualified Events Management Companies/Event Organizers/ Service provider/DMC or other Suppliers providing similar services, preferably with counterparts in Korea, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:

#### A. Venue Rental

Sourcing and booking of appropriate venues for the Philippine Business Mission (PBM) in Korea in the following cities:

##### 1. Busan on 17 March

- A 5-star hotel or similar category located in Haeundae, Busan.
- Has a ballroom that can be dressed up, can be installed with stage and has enough space for a 40-50 classroom set-up
- Can accommodate at least 200-300 guests for banquets or larger corporate events.
- Multiple rooms of varying sizes (20-100 sqm), to accommodate smaller meetings and breakout sessions.
- Each room should be equipped with high-speed internet, ceiling projectors, screens, teleconferencing capabilities, and audio systems. Ideally, provide an event tech support team onsite.
- Movable walls to combine or partition spaces as needed.
- Capable of serving meals for all event spaces, with options for various dietary needs.
- Spacious, discreet hallways and elevators for staff and service deliveries to ensure efficient and unobtrusive operation.
- Ample parking spaces with EV charging stations.

TIME	REQUIREMENTS	REMARKS
07:00H – 12:00H	Ingress	
10:30H – 12:30H	Briefing with the Philippine Delegation	

	Registration Counter in front of the Briefing Room	- With tables and chairs and provision for electric outlets
	Briefing Room	- Classroom set-up for 80 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>13:00H 14:00H</b>	–	<b>Philippine Seminar</b>
	Registration Counter in front of the Seminar Room	- With tables and chairs and provision for electric outlets
	Seminar Room	- Classroom set-up for 150 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>14:00H 17:30H</b>	–	<b>B2B Networking Meetings</b>
	Registration Counter in front of the B2B Room	- With tables and chairs and provision for electric outlets
	B2B Networking Room	- With forty (40) IBM Tables with four (4) chairs each - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>17:45H 18:00H</b>	–	<b>Cocktails</b>
	Cocktails Room	- With cocktail tables for 200 pax
<b>18:00H 21:00H</b>	–	<b>Philippine Reception</b>

	Reception Room	<ul style="list-style-type: none"> <li>- With roundtables for 200 pax</li> <li>- With two (2) VIP tables with dedicated wait staff</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> </ul>
<b>Whole Day</b>	<b>Other Requirements</b>	
	Secretariat Room	<ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold-water dispenser</li> <li>- With clothes rack</li> </ul>
	Holding Area for Performers	<ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold-water dispenser</li> <li>- With clothes rack</li> </ul>
	Coat Check / Baggage Counter	<ul style="list-style-type: none"> <li>- With clothes rack</li> </ul>

## 2. Daejeon on 19 March

- A 5-star hotel or similar category located in Daejeon City.
- Has a high ceiling ballroom that can be dressed up, can be installed with stage and can accommodate 40-50 classroom set-up
- Can accommodate at least 200-300 guests for banquets or larger corporate events.
- Multiple rooms of varying sizes (20-100 sqm), to accommodate smaller meetings and breakout sessions.
- Each room should be equipped with high-speed internet, ceiling projectors, screens, teleconferencing capabilities, and audio systems. Ideally, provide an event tech support team onsite.
- Movable walls to combine or partition spaces as needed.
- Capable of serving meals for all event spaces, with options for various dietary needs.
- Spacious, discreet hallways and elevators for staff and service deliveries to ensure efficient and unobtrusive operation.
- Ample parking spaces with EV charging stations.

TIME	REQUIREMENTS	REMARKS
<b>07:00H 12:00H</b>	<b>– Ingress</b>	
<b>10:30H 12:30H</b>	<b>– Briefing with the Philippine Delegation</b>	
	Registration Counter in front of the Briefing Room	- With tables and chairs and provision for electric outlets
	Briefing Room	- Classroom set-up for 80 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>13:00H 14:00H</b>	<b>– Philippine Seminar</b>	
	Registration Counter in front of the Seminar Room	- With tables and chairs and provision for electric outlets
	Seminar Room	- Classroom set-up for 150 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>14:00H 17:30H</b>	<b>– B2B Networking Meetings</b>	
	Registration Counter in front of the B2B Room	- With tables and chairs and provision for electric outlets
	B2B Networking Room	- With forty (40) IBM Tables with four (4) chairs each - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments

<b>17:45H 18:00H</b>	<b>–</b>	<b>Cocktails</b>	
		Cocktails Room	- With cocktail tables for 200 pax
<b>18:00H 21:00H</b>	<b>–</b>	<b>Philippine Reception</b>	
		Reception Room	- With <del>cocktail</del> roundtables for 200 pax - With two (2) VIP tables with dedicated wait staff - Basic A/V system - Stage set-up - LCD Projector with Screen
<b>Whole Day</b>		<b>Other Requirements</b>	
		Secretariat Room	- With tables and chairs for 20 pax - With wifi and provision for electric outlets - With hot and cold-water dispenser - With clothes rack
		Holding Area for Performers	- With tables and chairs for 20 pax - With wifi and provision for electric outlets - With hot and cold-water dispenser - With clothes rack
		Coat Check / Baggage Counter	- With clothes rack

### 3. Seoul on 21 March

- A 5-star hotel or similar category located in Seoul City.
- Has a high ceiling ballroom that can be dressed up, can be installed with stage and can accommodate 40-50 classroom set-up
- Can accommodate at least 200-300 guests for banquets or larger corporate events.
- Multiple rooms of varying sizes (20-100 sqm), to accommodate smaller meetings and breakout sessions.
- Each room should be equipped with high-speed internet, ceiling projectors, screens, teleconferencing capabilities, and audio systems. Ideally, provide an event tech support team onsite.
- Movable walls to combine or partition spaces as needed.

- Capable of serving meals for all event spaces, with options for various dietary needs.
- Spacious, discreet hallways and elevators for staff and service deliveries to ensure efficient and unobtrusive operation.
- Ample parking spaces with EV charging stations.

TIME	REQUIREMENTS	REMARKS
<b>07:00H</b> <b>12:00H</b>	<b>Ingress</b>	
<b>10:30H</b> <b>12:30H</b>	<b>Briefing with the Philippine Delegation</b>	
	Registration Counter in front of the Briefing Room	- With tables and chairs and provision for electric outlets
	Briefing Room	- Classroom set-up for 80 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>13:00H</b> <b>14:00H</b>	<b>Philippine Seminar</b>	
	Registration Counter in front of the Seminar Room	- With tables and chairs and provision for electric outlets
	Seminar Room	- Classroom set-up for 150 pax - With wifi and provision for electric outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
<b>14:00H</b> <b>17:30H</b>	<b>B2B Networking Meetings</b>	
	Registration Counter in front of the B2B Room	- With tables and chairs and provision for electric outlets
	B2B Networking Room	- With forty (40) IBM Tables with four (4) chairs each - With wifi and provision for electric outlets

		<ul style="list-style-type: none"> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
<b>17:45H 18:00H</b>	<b>– Cocktails</b>	
	Cocktails Room	<ul style="list-style-type: none"> <li>- With cocktail tables for 200 pax</li> </ul>
<b>18:00H 21:00H</b>	<b>– Philippine Reception</b>	
	Reception Room	<ul style="list-style-type: none"> <li>- With <del>cocktail</del> roundtables for 200 pax</li> <li>- With two (2) VIP tables with dedicated wait staff</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> </ul>
<b>Whole Day</b>	<b>Other Requirements</b>	
	Secretariat Room	<ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold-water dispenser</li> <li>- With clothes rack</li> </ul>
	Holding Area for Performers	<ul style="list-style-type: none"> <li>- With tables and chairs for 20 pax</li> <li>- With wifi and provision for electric outlets</li> <li>- With hot and cold-water dispenser</li> <li>- With clothes rack</li> </ul>
	Coat Check / Baggage Counter	<ul style="list-style-type: none"> <li>- With clothes rack</li> </ul>



## B. Food & Beverage Requirements

- Can arrange F&B requirements on the following dates and cities:
  1. 17 March – Busan
  2. 19 March – Daejeon
  3. 21 March – Seoul

TIME	REQUIREMENTS	REMARKS
<b>10:30H 12:30H</b>	<b>Briefing with the Philippine Delegation with Obento Lunch</b>	
	Lunch for 80 pax @ USD 50/pax	Obento lunch boxes with drinks  Free-flowing brewed coffee/tea/water
<b>14:00H 17:30H</b>	<b>B2B Networking Meetings</b>	
	Refreshments	Free-flowing brewed coffee/tea/water
<b>17:45H 18:00H</b>	<b>Cocktails</b>	
	Cocktails Room  Budget: USD 2500 for 200 pax	With snack menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) and cocktail drinks for 200 pax (preferably Filipino drinks)
<b>18:00H 21:00H</b>	<b>Philippine Reception</b>	
	Reception Room  Budget: USD 10,000 for 300 pax	Filipino-inspired buffet  20% provision for vegetarian, gluten-free, etc.  F&B set-up and menus must adhere to the theme and concept of the event
<b>Whole Day</b>	<b>Other Requirements</b>	
	Secretariat Room	Free-flowing brewed coffee/tea/water

	Holding Area for Performers	- Free-flowing brewed coffee/tea/water
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### C. Venue Set-Up

Organizing, designing, facilitating and setting of the venue, complete with the technical requirements (i.e. lighting, audio-visual equipment, sound system, PA system, microphones, holding area for the Officials / ~~VIP Lounge~~, holding area for the performers, etc.)

### D. Program Requirements

Implementation and management of the overall program scenario / itinerary for the indicative schedule of activities:

DATE / TIME	ACTIVITY	REMARKS
	<b>15 March 2025   Saturday (Busan)</b>	
	Depart Manila for Busan	
	<b>16 March 2025   Sunday (Busan)</b>	
	Ocular Inspection / Meetings	
	<b>17 March   Monday (Busan)</b>	
07:00H	Ingress/Set-Up	
10:30H	Briefing with the Philippine Delegation	80 pax
11:30H	Lunch	80 pax
12:30H	Registration	
13:00-14:00H	Philippine Seminar	150 pax
14:00-17:30H	B2B and networking meetings	200 pax
17:45-18:00H	Cocktails	200 pax
18:00-21:00H	Philippine Reception	200 pax
	<b>18 March   Tuesday (Daejeon)</b>	
	Transfer from Busan to Daejeon	
	<b>19 March   Wednesday (Daejeon)</b>	
07:00H	Ingress/Set-Up	
10:30H	Briefing with the Philippine Delegation	80 pax
11:30H	Lunch	80 pax
12:30H	Registration	
13:00-14:00H	Philippine Seminar	150 pax
14:00-17:30H	B2B and networking meetings	200 pax
17:45-18:00H	Cocktails	200 pax
18:00-21:00H	Philippine Reception	200 pax
	<b>20 March   Thursday (Seoul)</b>	
	Transfer from Daejeon to Seoul	
	<b>21 March   Friday (Seoul)</b>	
07:00H	Ingress/Set-Up	
10:30H	Briefing with the Philippine Delegation	80 pax

11:00H	Media Briefing	
11:30H	Lunch	80 pax
12:30H	Registration	
13:00-14:00H	Philippine Seminar	150 pax
14:00-17:30H	B2B and networking meetings	200 pax
17:45-18:00H	Cocktails	200 pax
18:00-21:00H	Philippine Reception	200 pax
<b>22 March   Saturday (Manila)</b>		
	Return to Manila	

- Coordination with the assigned TPB Officials/Officers, PDOT Korea Officers for the finalization of the program and speakers.
- Creation of program flow, detailed scenario and script based on the approved program.
- Provision of emcees, student interpreters and simultaneous interpreters
  - Emcee (1 pax per city) (should be proficient both in English and Korean)
  - University student interpreters (30-40 pax per city)  
*\*student IDs to be submitted as part of the supporting documents as part of payment processing*
  - Simultaneous interpreters for the seminar, meeting and reception (2 pax per city)
  - Project Coordinators (1 pax per city who will work closely with TPB/PDOT Korea office before, during, and after the event)
- Coordination with TPB and PDOT Korea the management of invitation to Korean buyers/partners
- Provision of event coverage and assistance including recording and editing the video recording of the speech/talk of the speaker, as necessary.
- Documentation in photos and videos of all activities for submission to TPB in JPEG/MPEG format saved in an external hard drive
- Arrangement of technical rehearsal/run at least before the start of the program in coordination with the assigned TPB Officer/s.
- Provision of an Event Management/Service Provider Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, sound, audio-visual, scenery, technical requirements, staging, performances and other elements and requirements of the overall event. The EMC shall source the appropriate events management experts, technical practitioners, etc. required to implement the overall program scenario which should include the following:
  - One (1) Project Manager
  - One (1) Stage Manager
  - One (1) Technical Director
  - One (1) Script Writer
  - At least two (2) Administrative/Project Officers with at least one (1) year of relevant experience

*\* CVs of the above-mentioned key personnel should be included in the bid submission of the technical envelope*

*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables*

#### **E. Documentation Requirements**

- Provision of a professional photographer and videographer/cameraman to cover and document all activities of PBM in Korea wherein TPB will have full ownership of all the recorded materials (photographs and videos). EMC to submit the raw and edited photos and recorded videos of the entire program
- submission of the highlight of the events to be submitted after 7 calendar days after the event.

#### **F. Physical and Technical Requirements**

- Overall venue décor/execution for the event to include, but not limited to:
  - Stage set-up, design, and decorations (as needed per activity)
  - Venue styling, but not limited to:
    - Sellers Board/Directory/Floor Plan
    - Directional signages
    - 1 Photowall
    - At least 10 Pull-up Banners
    - Table Numbers and Company Names (For the table numbers and company name, it should be printed back-to-back)
  - 1 Registration counter
  - Digital timer during the B2B networking with a cue to indicate the start and end of a B2B session (cue sound for approval of TPB)
- Provide the following equipment and coordinate with the technical team of the venue for the set up and installation of all physical and technical requirements, if need be.
  1. Briefing with Philippine Delegation
    - LCD projector with screen
    - Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
    - Laptops (Mac and windows) with appropriate connectors
    - Appropriate cables and video adapters (VGA, HDMI, etc.);
    - Presentation Clicker/Laser Pointer/Easel
    - Internet connection (75-100 mbps)

2. Media Briefing (*Seoul Leg Only*)
  - LCD projector with screen
  - Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
  - Laptops (mac and windows) with appropriate connectors
  - Appropriate cables and video adapters (VGA, HDMI, etc.);
  - Presentation Clicker/Laser Pointer/Easel
  - Internet connection (75-100 mbps)
3. Philippine Seminar
  - Stage set-up
  - LED Screen / LCD projector with screen
  - Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
  - Laptops (mac and windows) with appropriate connectors
  - Presentation Clicker/Laser Pointer/Easel
  - Appropriate cables and video adapters (VGA, HDMI, etc.);
  - Internet connection (75-100 mbps)
4. B2B Networking
  - Stage set-up
  - LED Screen / LCD projector with screen
  - Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
  - Laptops (mac and windows) with appropriate connectors
  - Appropriate cables and video adapters (VGA, HDMI, etc.);
  - Technical booth
  - Internet connection
  - Directory of Philippine Sellers signage or panel board (with QR code)
  - All needed signages and/or marquees
5. Cocktails
  - Cocktail tables for 200 pax
  - Mini stage set-up
6. Philippine Reception
  - Stage set-up
  - LED Screen / LCD projector with screen
  - Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
  - Laptops (mac and windows) with appropriate connectors
  - Appropriate cables and video adapters (VGA, HDMI, etc.);
  - Technical booth
  - Internet connection

- Cocktail Tables for 200 pax and two (2) VIP tables with chairs
- All needed signages and/or marquees

7. Secretariat Room

- Should be enclosed and well-lit
- With clothes rack
- With free-flowing water, coffee and tea

8. Holding Area for the Performers

- Should be enclosed and well-lit
- With clothes rack
- With free-flowing water, coffee and tea

**G. Production Requirements**

- At least 5 Filipino performers either based in Korea or the Philippines (2 singers, 3 dancers/ethnic musical instruments players and production group) with at least 1 year of experience performing in International business/professional/corporate audience.
- Length of show: 30 minutes per city (Philippine Reception)
- The music genre should be fit for an international audience and would include Filipino culture and tradition
- Proposed program and list of performers and repertoire to be submitted 5 calendar days from receipt of NOA for approval of TPB/PDOT Korea Office
- Logistical Requirements:
  - Accommodations with breakfast for the performers during the group's stay in Korea (preferably same hotel where the TPB delegation is billeted)
  - International air tickets, if necessary (rebookable, reroutable and refundable), as necessary
  - Travel insurance for the duration of the performers and production group's stay, as necessary
  - Professional fee or allowance/per diem at USD 75.00/person/day of all the non-Japan based performers and production group for the duration of travel dates
  - Extra baggage allowance, as needed (approximately USD 120/piece, maximum of 23 kg per piece)
  - Visa application, as necessary
  - inland transportation for the duration of the event
  - Facilitate all necessary permits needed for the performances to include talents' work permits and rights to use music (Filipino Society

of Composers, Authors and Publishers – FILSCAP); entertainment permits, etc.

- Administrative costs and other miscellaneous expenses
- Hotel/airport transfer (airport-hotel-venue-hotel-airport), as needed



## H. Printing Requirements

Printing and production of the following requirements:

- 1 Photowall (Pop-Up Backdrop Display)  
Quantity: 1 pc per city (designs to be provided by TPB)  
Size: 7.5 feet (h) x 10 feet (w)  
Stock: Matte Fabric Banner Universal 150 gsm  
Color: Full Color  
Finishing: Loose Sheets
- 10 Pull-up Banners \*to be turn-overed to TPB Office after the event  
Quantity: 10 pcs per city (designs to be provided by TPB)  
Size: 6.5 feet (h) x 2.75 feet (w)  
Stock: Matte Fabric Banner Universal 150 gsm  
Color: Full Color  
Finishing: Loose Sheets
- Stage Banner (approximately 1m x 7m) for the B2B and Philippine Reception per city
- Directory of Philippine Sellers Panel Board (2 panel boards per city) (approximately 2.4m (h) x 2m (w) per panel board)
- Table Numbers and Company Names for the B2B per city (40 pieces per city) (design c/o the winning bidder for approval of TPB)
- Delegates badges with string (minimum of 150 pcs per city)
- Stamp Rally Passports and stamps ( pieces per city) (design c/o the winning bidder for approval of TPB) \*passport design to be provided by TPB while the passport printing and stamp design is % the winning bidder.(passports - at least 80 per city/ stamp - 45) - to include printing material for the passport and size of the stamp)

## I. Giveaways/Tokens and Excess Baggage Fee

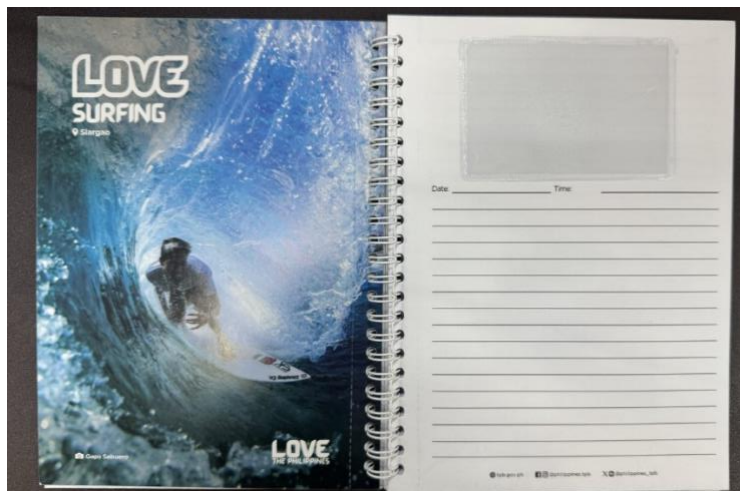
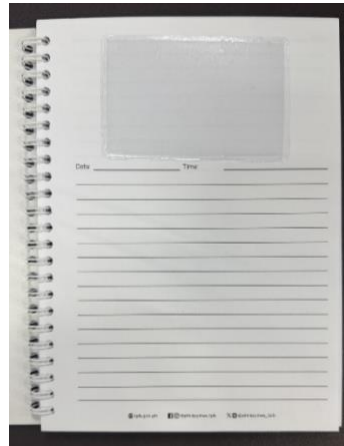
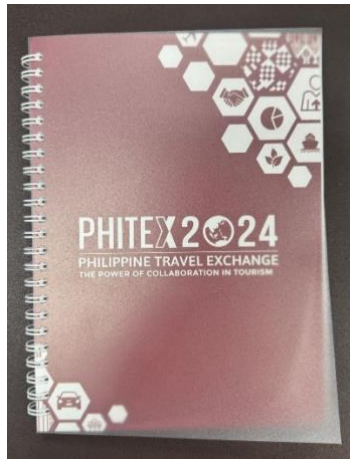
- Provision of the following giveaways (including shipment to the specific Venues in Korea at least a day before each scheduled event):



<b>Item</b>	<b>Quantity</b>
<p><b>BLACK TOTE BAG</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Tote bag size: W – 16 inches, H – 18 inches</li> <li>• Handle size: 28 - 30 inches</li> <li>• Front logo size: <ul style="list-style-type: none"> <li>○ LOVE: 3 x 10 inches</li> <li>○ THE PHILIPPINES: 1 x 10 inches</li> </ul> </li> <li>• Back logo size <ul style="list-style-type: none"> <li>○ TPB: 1 x 3 inches</li> <li>○ PHILIPPINES: .5 X 4 inches</li> </ul> </li> <li>• Printing process: Silkscreen both size</li> <li>• Sample Photos: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> </li> </ul>	350 pcs.
<p><b>APPOINTMENT NOTEBOOK WITH CARDHOLDERS</b></p> <ul style="list-style-type: none"> <li>• Size: <ul style="list-style-type: none"> <li>○ Cover folded: 13.50 cm (w) x 19.50 cm (h)</li> <li>○ Inside: 13.50 cm (w) x 19.50 cm (h)</li> <li>○ Card plastic holder: 9.00 cm x 6.30 cm</li> </ul> </li> <li>• Color Requirement: <ul style="list-style-type: none"> <li>○ Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front &amp; back cover)</li> <li>○ Inside: 40 leaves, 1 color both sides</li> <li>○ Breaker: 5 leaves – divider, full color both sides (Graphics will be provided by TPB)</li> </ul> </li> <li>• Material Preference:</li> </ul>	250 pcs.



- Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front & back cover)
- Inside pages: Rives Tradition ultra-white 100 gsm
- Breaker: Rives Tradition ultra-white 170 gsm
- Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate)

- Printing: Offset printing
- Sample Photos:



	
<p><b>BAMBOO PEN W/ PHONE HOLDER</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Size: 1.00-1.10cm dia. x 5.5'H,</li> <li>• Material: Bamboo (main body) and wheat straw or any alternative sustainable material (tip and plunger clip)</li> <li>• Print process: Engraving (PHILIPPINES logo)</li> <li>• Mechanism: Plunger/Retractable type, Tip: stylus,</li> <li>• Ink: Black</li> <li>• Clip: 95G-, Color for approval of sample by TPB Weight: 0.5g,</li> <li>• Features: Phone stand: Push down to use and retract to use stylus</li> <li>• Sample Photo:</li> </ul> 	<p>300 pcs</p>

*\* A sample of each item should be submitted to TPB for approval before production/purchase of all items prior to shipping to Korea. To ensure compliance with the quantities of giveaways per venue, the concerned PDOT Korea or TPB Officer to issue Certification of Acceptance.*

The winning bidder shall cover the delivery of the giveaways per location and pay for the excess baggage, as necessary. TPB shall provide Pro-forma Invoice and Certification for Custom purposes only.

**J. Transportation Requirements**

- Provision of transportation services for the following subject to the final itinerary:
    - Two (2) vans for logistical requirements for the entire duration of the trip as needed. -
    - 16-21 March - Two (2) 45-seater bus for the Philippine Sellers from the official hotel in Busan to Daejeon and Seoul
- \* 2018 model or newer with driver inclusive of gas and parking fees*  
*\* Inclusive of licensed driver, fuel, driver’s meals, applicable parking, toll fees, and overtime fees*

**K. Administrative Requirements**

- International shipment (Manila-Busan) and domestic courier (within Korea) (approximately Php 250,000.00) for the promotional materials, office supplies, props and other items for the event:
- PDOT Korea Secretariat hotel room accommodations in a business hotel
  - Busan: three (3) twin-sharing rooms for 3 nights with breakfast for 2 pax
  - Daejeon: three (3) twin-sharing rooms for 2 nights with breakfast for 2 pax
  - Seoul: three (3) twin-sharing rooms for 2 nights with breakfast for 2 pax
- Miscellaneous Expenses (approximately Php 177,000.00)
  - Provision for coordination meeting expenses in Korea
  - Provision of miscellaneous/onsite expenses, such as but not limited to office supplies, drinks, printing of calling cards of DOT/TPB Officials/Officers in Korean, etc
  - Assistance on other related matters pertaining to the TPB/PDOT Korea Offices’ implementation of PBM Korea that may not have been included in this document, but deemed necessary by either parties, provided that there are no cost implications.

**IV. PROJECT IMPLEMENTATION SCHEDULE**

Date: 15-22 March 2025

Venue: Busan, Daejeon, Seoul, South Korea

Schedule of Requirements	Activity/Milestone
Within five (5) calendar days upon receipt of the Notice to Award	Submit the following documents: <ul style="list-style-type: none"> <li>● Proposed venue</li> <li>● Proposed Program Flow/Scenario</li> <li>● Proposed Performers</li> </ul>

	<ul style="list-style-type: none"> <li>● Implementation Timeline</li> </ul>
At the latest, a month before the start of the event	<ul style="list-style-type: none"> <li>● Submission of the final event materials, visuals, equipment, etc. for TPB's approval</li> </ul>
17 March 2025	<ul style="list-style-type: none"> <li>● PBM Event Proper in Busan</li> </ul>
19 March 2025	<ul style="list-style-type: none"> <li>● PBM Event Proper in Daejeon</li> </ul>
21 March 2025	<ul style="list-style-type: none"> <li>● PBM Event Proper in Seoul</li> </ul>

**V. QUALIFICATIONS OF BIDDERS:**

- A. Must be a company duly registered in the Philippines engaged in the business as an Events Management Company / Project Management Company / Service Provider / DMC with experience in event organization and implementation; preferably with a counterpart in Korea ;
- B. Must be in operation for at least three (3) years; and
- C. Must have organized and implemented at least three (3) events abroad with similar scale with international participation or audience,

**VI. APPROVED BUDGET FOR THE CONTRACT:**

The Approved Budget for the Contract (ABC) is **TWELVE MILLION FIVE HUNDRED PESOS (PHP 12,500,000.00)**, 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
<b>First Tranche</b>	Upon submission of proof of bookings/reservations of at least: <ul style="list-style-type: none"> <li>● Official Venue for the B2B</li> <li>● Transportation Requirements</li> <li>● Accommodations for DOT Local Hires</li> <li>● Other booked services;</li> </ul>	50% of the payment

	Submission and approval of proposed menu, venue layout and set-up, and list of performers.	
<b>Second Tranche – Final Payment</b>	Upon full delivery of services as indicated in the Technical Specifications and submission of final SOA/invoice with necessary supporting documents	50% of the payment

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 to the **TOURISM PROMOTIONS BOARD** addressed to **COO MARIA MARGARITA MONTEMAYOR NOGRALES – ATTN: MS. SHEENA ANJELI M. BOTIWEY** after the completion of services and submission of required supporting documents to facilitate payment.

**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:**

**MS. MICKA ANJELLA D. CALZADO**  
Project Officer  
North Asia Division  
International Promotions Department  
Email address: [anjella\\_calzado@tpb.gov.ph](mailto:anjella_calzado@tpb.gov.ph)