

ANNEX A_TECHNICAL SPECIFICATIONS

SERVICES OF AN EVENTS MANAGEMENT COMPANY/SERVICE PROVIDER/DMC FOR THE PHILIPPINE BUSINESS MISSION (PBM) JAPAN 2025

I. BACKGROUND:

Japan is considered to be one of the most important tourism source markets of the Philippines. Japan ranked 3rd in terms of foreign arrivals with 304,368 Japanese visitors to the Philippines in 2023. This 2024, Japan currently ranks 4th with 260, 773 Japanese who visited the country from January to August 2024.

As an important source market, it is necessary to maintain the Philippines presence and visibility in the market place through the holding of the Philippine Business Mission (PBM) on 18-24 July 2025 in Tokyo, Nagoya and Osaka, Japan. These gateway cities remain to be top sources of Japanese travelers to the Philippines.

The PBM is an institutional program that has been held annually in Japan for the past 15 years. This event is organized jointly by the Tourism Promotions Board and the Department of Tourism (DOT) Japan Offices. The PBM is a large promotions event that includes business-to-business meetings between Philippine sellers and Japanese buyers, travel seminars for Japanese agents, and a Philippine Reception to culminate the activities. PBM has been instrumental in the expansion and strengthening of Philippine-Japan relations in the area of travel and tourism.

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. 150 Japanese buyers (travel agents, corporate travel buyers, etc.)
- c. 200 buyers/partners for the reception

To maximize the participation of Philippine sellers, a visit to the Philippine Pavilion of the Expo 2025 will be offered as an optional stop. Held every five (5) years, World Expositions gather the global community, providing a platform for nations to present their country's history and culture, products, cuisine, and destinations, as well as their innovative solutions to pressing challenges of our time to tens of millions of visitors. This year's World Expo, with the theme "Designing Future Society for Our Lives," expects to draw 28.2 million visitors during its 6-month run from 13 April – 13 October 2025 in Yumeshima Island, Osaka, Japan.

II. OBJECTIVES:

- To promote the Philippines as a prime tourist destination for the Japanese market;
- To sustain the Philippine's visibility and presence in the lucrative Japan travel market;
- To provide a platform and venue for Philippine travel and tourism suppliers to conduct business meetings with their Japanese; counterparts to develop and/or renew business partnerships;
- To generate sales leads and/or seal and secure business deals;
- To provide vital and key information and update the Japanese travel partners about the exciting developments in the Philippine travel and tourism industry;
- To gather important market intelligence about the Japanese 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 Providers/DMC or other Suppliers providing similar services, preferably with counterparts in Japan, 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 venue for the Philippine Business Mission (PBM) in Tokyo on 18 July 2025 (preferably a 5-star hotel), in Nagoya (5-star hotel), and in Osaka (preferably a 5-star hotel) that can accommodate the following requirements:

- A 5-star hotel or similar category located in Tokyo, Nagoya, and Osaka
- Has a ballroom that can be dressed up, can be installed with stage and has enough space for a classroom set-up
- Can accommodate at least 200-300 guests for banquets or larger corporate events.
- Multiple rooms of varying sizes 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
18 JULY 2025 (TOKYO) / 21 JULY 2025 (NAGOYA) / 23 JULY 2025 (OSAKA)		
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
13:00H 14:00H	– Philippine Seminar	
	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
14:00H 17:30H	– B2B Networking Meetings	
	Registration Counter in front of the B2B Room	- With tables and chairs and provision for electric outlets

	B2B Networking Room	<ul style="list-style-type: none"> - 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
17:45H – 18:00H	Cocktails	
	Cocktails Room	<ul style="list-style-type: none"> - With cocktail tables for 200 pax
18:00H – 21:00H	Philippine Reception	
	Reception Room	<ul style="list-style-type: none"> - With cocktail tables for 200 pax - With two (2) VIP tables with dedicated wait staff - Basic A/V system - Stage set-up - LCD Projector with Screen
Whole Day	Other Requirements	
	Secretariat Room	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - With clothes rack

B. Food & Beverage Requirements

TIME	REQUIREMENTS	REMARKS
18 JULY 2025 (TOKYO) / 21 JULY 2025 (NAGOYA) / 23 JULY 2025 (OSAKA)		
10:30H 12:30H	– Briefing with the Philippine Delegation with Obento Lunch	
	Lunch for 80 pax (JPY 3500.00/pax)	- Obento lunch boxes with drinks - Free-flowing brewed coffee/tea/water
14:00H 17:30H	– B2B Networking Meetings	
	Refreshments	- Free-flowing brewed coffee/tea/water
17:45H 18:00H	– Cocktails	
	Cocktails Room	- With snack menus (preferably with pastries, canapés, assorted sandwiches, fruits and/or nuts) and cocktail drinks for 200 pax (preferably Filipino drinks)
18:00H 21:00H	– Philippine Reception	
	Reception Room	- 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
Whole Day	Other Requirements	
	Secretariat Room	- Free-flowing brewed coffee/tea/water
	Holding Area for Performers	- Free-flowing brewed coffee/tea/water

C. Venue Setting

Organizing, designing, facilitating and set-up of the venue, complete with the technical requirements (i.e. lighting, audio-visual equipment, sound system, PA system, microphones, 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
	16 July 2025 Wednesday (Tokyo)	
	Depart Manila for Tokyo	
	17 July 2025 Thursday (Tokyo)	
	Ocular Inspection / Meetings	
	18 July 2025 Friday (Tokyo)	
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
	19 July 2025 Saturday (Tokyo)	
	Sales Calls / Meetings	
	20 July 2025 Sunday (Nagoya)	
	Transfer from Tokyo to Nagoya	
	21 July 2025 Monday (Nagoya)	
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
	22 July 2025 Tuesday (Osaka)	
	Transfer from Nagoya to Osaka	
	23 July 2025 Wednesday (Osaka)	
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
24 July 2025 Thursday (Osaka)		
Whole Day	Visit to the World Expo 2025	80 pax
25 July 2025 Friday (Osaka)		
	Return to Manila	

- Coordination with the assigned TPB Officials/Officers, PDOT Japan 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 Japanese)
 - University student interpreters (30 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 Japan offices before, during, and after the event)
- Coordination with TPB and PDOT Japan the management of invitation to Japanese 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 Japan 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 (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
 - One (1) Photowall
 - At least ten (10) Pull-up Banners
 - Table Numbers and Company Names (for the table numbers and company name, it should be printed back-to-back)
 - One (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. 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)
3. 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
4. Cocktails
- Cocktail tables for 200 pax
 - Mini stage set-up
5. 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
6. Secretariat Room
- Should be enclosed and well-lit
 - With clothes rack
 - With free-flowing water, coffee and tea
7. 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 five (5) Filipino performers either based in Japan 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 Japan Office.
- Logistical Requirements:
 - Accommodations with breakfast for the performers during the group's stay in Japan (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:

- One (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
- Ten (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 strings (minimum of 150 pcs per city)
- Stamp Rally Passports (minimum of 150 pcs 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. To include printing material for the passport and size of the stamp*


I. Attendance Promotion Campaign


- Attendance promotion campaign through the following and in coordination with TPB/PDOT Osaka and Tokyo Offices:
 - PR
 - Digital Promotion/Web
 - Travel Agents Campaign

J. Giveaways/Tokens and Shipment Fee

- Provision of the following giveaways (including shipment to Japan at least one week before the event):

<i>Item</i>	<i>Quantity</i>
<p>Black Canvas Tote Bags</p> <p>Specifications:</p> <ul style="list-style-type: none"> ● Tote bag size: W – 16 inches, H – 18 inches ● Handle size: 28 - 30 inches ● Front logo size: <ul style="list-style-type: none"> ● LOVE: 3 x 10 inches ● THE PHILIPPINES: 1 x 10 inches ● Back logo size <ul style="list-style-type: none"> ● TPB: 1 x 3 inches ● PHILIPPINES: .5 X 4 inches ● Printing process: Silkscreen both size <p>Sample Photos:</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>400 pcs.</p>

<p>Catcha Bags (design to be provided by TPB)</p>	<p>400 pcs.</p>
<p>Appointment Notebook with Card Holders</p> <ul style="list-style-type: none"> • Size: <ul style="list-style-type: none"> • Cover folded: 13.50 cm (w) x 19.50 cm (h) • Inside: 13.50 cm (w) x 19.50 cm (h) • Card plastic holder: 9.00 cm x 6.30 cm • Color Requirement: <ul style="list-style-type: none"> • Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front & back cover) • Inside: 40 leaves, 1 color both sides • Breaker: 5 leaves – divider, full color both sides (Graphics will be provided by TPB) • Material Preference: <ul style="list-style-type: none"> • 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 <p>Sample photos:</p> 	<p>100 pcs</p>

		
Passport Organizer & Wallet w/ Philippine Textile Cloth (sample design to be provided by TPB)		150 pcs. per leg
Bamboo Pens w/ phone holder (sample design to be provided by TPB)		150 pcs. per leg

** Sample of each item should be submitted to TPB for approval before production/purchase of all items prior to shipping to Japan. To ensure compliance to the quantity of giveaways, concerned PDOT Japan Offices to issue Certification of Acceptance.*

Shipment Address:

- Philippine Department of Tourism, 6F Itoh Bldg., 3-6-14 Minami Honmachi, Chuo-ki, Osaka
- Philippine Department of Tourism, Embassy of the Philippines, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan

K. Transportation Requirements

- Provision of transportation services for the following subject to the final itinerary:

Tokyo

- One (1) to two (2) vans for logistical requirements (14 hours x 4 days in Tokyo)

- One (1) to two (2) 45-seater bus for the Philippine Sellers from official hotel to Tokyo train station

Nagoya

- One (1) to two (2) vans for logistical requirements (14 hours x 3 days in Nagoya)
- One (1) to two (2) 45-seater bus for the Philippine Sellers from Nagoya Train Station to official hotel

Osaka

- One (1) to two (2) vans for logistical requirements (14 hours x 3 days in Osaka)
- One (1) to two (2) 45-seater bus for the Philippine Sellers from Shin-Osaka Station to official hotel
- One(1) to two (2) 45-seater bus for the Philippine Sellers from official hotel to the World Expo 2025 venue and back to the hotel

** 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*

L. Administrative Requirements

- International shipment (Manila-Japan) and domestic courier (within Japan) (approximately Php 250,000.00) for the promotional materials, office supplies, props and other items for the event
- PDOT Japan Offices Secretariat hotel room accommodations in a business hotel
 - Nagoya: three (3) twin-sharing rooms for 2 nights with breakfast for 2 pax
 - Osaka: two (2) twin-sharing rooms for 3 nights with breakfast for 2 pax (for local hires)
- Provision of Shinkansen (Bullet Train) Tickets for TPB Personnel and DOT officials (Tokyo-Nagoya and Nagoya-Osaka) (approximately 10 pax)

Miscellaneous Expenses – approximately Php 500,000.00

- Provision for coordination meeting expenses in Japan

- Provision of miscellaneous/onsite expenses, such as but not limited to office supplies, drinks, printing of calling cards of DOT/TPB Officials/Officers in Japanese, etc.
- Assistance on other related matters pertaining to the TPB/PDOT Japan Offices' implementation of PBM Japan that may not have been included in this document, but deemed necessary by either parties, provided that there is no cost implications.

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: 18-24 July 2025

Venue: Tokyo, Nagoya and Osaka Japan

Schedule of Requirements	Activity/Milestone
Within five (5) calendar days upon receipt of the Notice of Award (NOA)	Submit the following documents: <ul style="list-style-type: none"> ● Proposed Program Flow/Scenario ● Proposed Venue ● Proposed Performers ● Implementation Timeline
At the latest, a month before the start of the event	<ul style="list-style-type: none"> ● Submission of the final event materials, visuals, equipment, etc. for TPB's approval
18 July 2025	<ul style="list-style-type: none"> ● PBM Event Proper in Tokyo
21 July 2025	<ul style="list-style-type: none"> ● PBM Event Proper in Nagoya
23 July 2025	<ul style="list-style-type: none"> ● PBM Event Proper in Osaka
24 July 2025	<ul style="list-style-type: none"> ● Visit to the World Expo 2025

V. QUALIFICATIONS OF BIDDERS:

- Must be a company duly registered in the Philippines engaged in the business as Events Management Company / Project Management Company / Service Provider with experience in event organization and implementation; preferably with a counterpart in Japan;
- Must be in operation for at least three (3) years; and
- 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 **FIFTEEN MILLION EIGHT HUNDRED FORTY-ONE THOUSAND ONE HUNDRED ONE PESOS AND 79/100 ONLY (PHP 15,841,101.79)**, 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	<p>Upon submission of proof of bookings/reservations of at least:</p> <ul style="list-style-type: none"> ● Official Venue for the B2B ● Transportation Requirements ● Accommodations for DOT Local Hires ● Other booked services; <p>Submission and approval of proposed menu, venue layout and set-up, and list of performers.</p>	50% of the payment
Second Tranche – Final Payment	<p>Upon full delivery of services as indicated in the Technical Specifications and submission of final SOA/invoice with necessary supporting documents</p>	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 OFFICERS’ CONTACT INFORMATION:

MS. HANNAH S. YABYABIN

Project Officer

North Asia Division

International Promotions Department

Email address: hannah_yabyabin@tpb.gov.ph

MS. CORYNE ANGELA S. SEÑERES

Project Officer

North Asia Division

International Promotions Department

Email address: coryne_seneres@tpb.gov.ph