

ANNEX A_TECHNICAL SPECIFICATIONS

Service Provider to Manage the Philippine Participation at the ITB Berlin 2025 (as of 08 November 2024)

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 service provider company shall:

Entertainment

- a. Provide/engage minimum ten (10) animators/weavers/entertainers including one (1) talent coordinator and cover the expenses relative to their travel to the Germany:
 - Preferably the following animator and artists:
 - Pottery Artisan from Cordilleras with capacity to converse in English
 - Acapella Group with experience in performing in front of an international audience as a contracted performer during an international event.
 - Four (4) fashion models (preferably based in Germany)
 - Honorarium / talent fees;
 - International and domestic (if necessary) air tickets including Travel insurance and other airline related expenses;
 - Daily per diems at least USD75/pax/day x 5 days (in Berlin)
 - Transportation in Berlin and Manila;
 - VISA processing fees and services of travel agency (if needed); and
 - Accommodation in Berlin and Manila:
 - Berlin, EUR200/room/night x 4 rooms x 5 nights
 - Manila, PhP7,000/room/night x 2 nights

Note: Bidders can propose the talents subject to approval of TPB. The bidders should submit the following together with the technical bid:

- 1. Curriculum Vitae (CV) of the Tour Coordinator; and**
- 2. Proposed line-up of the talents with their portfolio**

- b. Assist and oversee the overall arrangements of the animators/ weavers/ entertainers for the duration of their stay in Berlin, Germany;

- c. Secure necessary traveling documents of the abovementioned talents for VISA processing purposes;
- d. Monitor and coordinate all necessary arrangements and requirements of the abovementioned talents' travel to Berlin, Germany; and
- e. Secure additional baggage allowance for the equipment/samples of the group.

Stand Personnel

a) Engagement of Germany-based booth support personnel

- i) Two (2) Info Counter/stand assistant (EUR190/pax x 7 days) that speaks German and English
- ii) Two (2) service staff (EUR170/day x 6 days).
- iii) One (1) stand photographer (EUR2,300.00).

Personnel to be hired as recommended by the PDOT Frankfurt Office

- b) Provide the cost of train fare (Frankfurt-Berlin-Frankfurt), and accommodation in Berlin PhP335,800.00
- c) Coordinate with the Philippine Department of Tourism – Frankfurt Office through Administrative Officer, Ms. Jamille Concel, jamille@morefuninthephilippines.de for contacts of Filipino community for staffing requirements.

Booth operation

- a. Allocating the amount of PhP200,000.00 for purchasing the daily stand supplies and consumables
- b. Provision of stand daily lunch to Philippine delegates (EUR16/pax x 100 pax x 3 days), PhP 302,400.00
- c. Hiring of coffee bar with barista, Germany-based, PhP370,000.00
- d. Brochure, promotion materials production estimated cost at maximum PhP160,000.00. Design/CRA to be provided by the TPB.
- e. Providing delegation dinner hosting with DOT/TPB delegation with a budget of maximum PhP 378,000.00
- f. Daily Subsistence Allowance of DOT Frankfurt Office TA and AO based on prevailing UNDP DSA Rate during the event (Est. 347 x 7 days x 2 pax or a total of PhP283,318.00)
- g. Shuttle rental, total of six (6) vans for 7 days and one (1) bus for 1 day only for the Philippine delegation including gasoline, insurance and necessary permits, PhP2,100,000.00
- h. Community-based tourism giveaways to include the shipment to Berlin, Germany, PhP500,000.00. Bidder should submit sample of proposed giveaway within ten (10) working days from the date of receipt of NOA.

- i. Provision of catering services for cocktails on 04 March 2025 for Philippine networking reception, PhP 1,000,000.00

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 outside the Philippines; preferably in Europe;
- B. Must be in operation for at least three (3) years; and
- C. Must have organized and implemented at least one (1) event on a similar scale in terms of logistical arrangements.

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract (ABC) is **Nine Million One Hundred Twenty-Nine Thousand One Hundred Eighteen Philippine Pesos (PHP9,129,118.00)**, 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

- 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.
- 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 and submission of applicable and appropriate liquidation report. 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:

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Market Specialist III

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