

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE PHILIPPINE PARTICIPATION IN THE OUTBOUND TRAVEL MARKET (OTM) 2025 AND POST-OTM 2025 ROADSHOW IN INDIA

#### I. BACKGROUND:

India has recently overtaken China as the world's most populated country with an estimated count of 1.44 billion citizens. This enormous population with a 51.52% male and 48.48% female demographics, together with its flourishing middle class, has increasingly become a key market for several countries all over the world.

Additionally, it was reported by The Economic Times India that the outbound tourism market is expected to reach \$18.81 billion in 2024 and grow at a CAGR of 11.4 per cent in the decade between 2024 and 2034 to reach approximately \$55.38 billion. These positions the market as a unique and huge outbound market for the Philippines.

As an important source market, joining the Outbound Travel Market (OTM) 2025 on 30 January to 01 February 2025 in the Jio World Convention Centre in Mumbai, India is crucial in increasing the market's awareness and interest about the Philippines. OTM is the largest travel trade show in Asia and is considered as the gateway to India's largest travel market. The event gathers over 40,000 visitors, 1,600+ exhibitors (composed of travel and accommodation suppliers, DMCs and tourism boards) and 1,000 top buyers from 60 countries for a 3-day fair, bringing together India and Asia's travel community under one roof.

Additionally, it is the ideal time for TPB to capitalize on the above travel trends in organizing a Roadshow covering four key cities in India while also taking advantage of the presence of the Philippine delegation attending the Outbound Travel Market (OTM) in Mumbai the week prior. The project covers Mumbai, New Delhi, Chennai and Bangalore, top Indian cities with strong, sustainable outbound:

##### a. Mumbai, 03 February:

- Capital city of the Indian state of Maharashtra located at southwest of India.
- It is the most populous city with about 12.691 million. It is the country's financial and commercial center and its principal port on the Arabian Sea.
- To maximize presence in the area, which can cover Pune given its proximity, we will be holding a Philippine Reception that includes a country presentation and B2B between the PH Sellers and 50 Indian Buyers.
- Mumbai is the wealthiest city in India and has the highest number of millionaires and billionaires among all cities in India.

- b. Delhi, 04 February:
  - Capital of the Republic and state for administrative purposes is also one of the fastest growing Gross State Domestic Product (GDSP) in India at 10.30%.
  - The second most populous city with about 10.927 million. It is the largest commercial city in Northern India.
  - Given that Air India is expected to start operating by 1Q 2025 flying out of New Delhi to Manila, it is important to include New Delhi in our roadshow
  
- c. Chennai, 06 February:
  - Chennai, formerly known as Madras, is the capital of the Indian state of Tamil Nadu. Representing as the “Gateway to South India”.
  - Dubbed as the following economic powerhouse labels:
    - “India’s health capital” as the medical tourism hub;
    - “Detroit of India” as it houses the major automobile industry;
    - Home of the “Tamil-language film industry”; and
    - “SaaS (Service as a Software) capital” as one of the major IT hubs of India.
  - With over 415,000 passports issued in 2018 and strong connectivity to the Middle East, SE Asia and Europe, the city is considered to be the strongest in outbound travel.
  
- d. Bangalore, 07 February:
  - The third most populous city with about 8.44 million.4
  - Considered to be one of the fastest-growing global major metropolises as the city is home to many top-tier engineering and research institutions and high-technology-based heavy manufacturing industry.
  - Centre of high-technology industry (notably ICT), and a number of large multinational technology corporations opened offices there.
  - As a self-contained city with hundreds of technologies, software, and telecommunications companies, the park became known as the “Silicon Valley of India”

The roadshow will comprise the principal activities of this four-city undertaking – the business meetings, followed by country and product presentations, and lunch. Each roadshow will be comprised of around 100 pax. Target invitees per city is 50-70 travel agents, DMCs and India outbound and MICE specialists to meet with the expected 12-15 Philippine stakeholders.

## II. OBJECTIVES:

- Promote the “Love the Philippines” tourism campaign and to provide updated information on tourism products, and necessary regulations to the international buyers;

- Project the Philippines as a viable tourism destination for leisure, MICE and weddings;
- Provide an opportunity for the Philippine private sector to meet and network with international buyers and generate sales leads; and
- Establish and renew linkages with travel industry partners specifically in the growing Indian outbound market to encourage new tourism business and tourist arrivals for the Philippines;
- Strengthen partnerships and support to the Indian stakeholders.

### III. SCOPE OF SERVICES:

The Tourism Promotions Board (TPB) is inviting qualified Service Providers, Events Management Companies/Event Organizers, Destination Management Companies, Tour Operators, or other Suppliers providing similar services, preferably with counterparts in India, to assist in the preparation, coordination, and implementation of requirements for the events based on the following guidelines:

<b>MODULES</b>	<b>INDICATIVE DATE OF IMPLEMENTATION</b>	<b>ABC</b>
<b>LOT 1:</b> Operational Requirements for the Outbound Travel Market (OTM) 2025	30 January – 01 February 2025	PHP 1,415,000.00
<b>Lot 2:</b> Post-OTM 2025 Roadshow (Mumbai, New Delhi, Chennai, and Bangalore)	03-07 February 2025	PHP 5,142,190.00

#### **LOT 1: OPERATIONAL REQUIREMENTS FOR THE OUTBOUND TRAVEL MARKET (OTM) 2025**

Date: 30 January to 01 February 2025

Venue: Jio Convention Centre, Mumbai, India

Stand Number: PK 115

##### **A. Food & Beverage Requirements**

- Free flowing refreshments (coffee, creamer, sugar, tea, water, and snacks) throughout the event;
- Provision of Filipino snacks, paper plates, and tissue good for three (3) days. TPB to endorse sponsor/partner for Filipino coffee tasting activity, including barista, if any.
- Lunch packs for the Philippine Delegation around 25 pax for three (3) days at approximately INR 1,000.00 per meal, preferably with rice. Menu for approval of TPB. The minimum guarantee for this requirement is 15, but the final number of guests will be advised a week before the event.
- Manage permits and registrations required by the organizers.

## B. Philippine Pavilion Enhancement

Number of Booth Spaces: 12-15

Size: 110 square meters

- Provision of additional furniture and décor (e.g. PH weave tablecloth / runner, mini plants) that depict culture of the Philippines and complement the overall experience in the stand, as may need be.
- Provision of Acrylic stands or collapsible metal stands for the regional brochures, and another acrylic table-top stand for the business cards at the Information Counter. This will be turned over to the TPB office after the event.
- Provision of a business card holder (e.g. fishbowl) that can house 200-300 business card capacity from the booth visitors. This will be turned over to the TPB office after the event. This will be turned over to the TPB office after the event.

## C. Giveaways

Provision of giveaways for distribution at the Philippine stand or in official functions.

QUANTITY	CATEGORY	INDICATIVE BUDGET
20 sets	VIP giveaways in boxes	PHP 50,000.00
1000 sets	Mass giveaways must be LTP-branded to be given to booth and event visitors i.e., travel trade, media, consumers, and other booth visitors	PHP 300,000.00
300 pieces	Trade giveaways	PHP 240,000.00
500 pieces	Water-proof and Glossy Vinyl Sticker to be printed in A4; Design to be provided by TPB	PHP 25,000.00

- Picture of proposed items must be submitted together with the Technical Bid.
- A sample of each item should be submitted to TPB within the week of 13-17 January 2025 for approval before production/purchase of all items prior to shipping to India.
- The delivery of the whole giveaway production will be at the TPB office at Legaspi Towers 300 within the week of 20-24 January 2025 from 8:00 AM to 5:00 PM for checking and inspection. The delivery address is:  
4/F, Legaspi Towers 300  
Roxas Boulevard, Manila 1004

- To ensure compliance with the quantities of giveaways per venue, the TPB Officer concerned will issue a Certification of Acceptance.
- The giveaways will be picked up from the TPB office at Legaspi Towers 300 and 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.

#### **D. Administrative Services and Requirements**

- One (1) Waitperson to serve snacks/meals and beverages during meetings and help in maintaining the organization and cleanliness of the storage and pantry;
- International shipment (Manila-Mumbai) for the promotional materials, office supplies, props, and other items for the event;
- Provision of miscellaneous/onsite expenses, such as but not limited to office supplies, drinks, printing of calling cards of TPB Officials/Officers, etc.;
- Assistance on other related matters pertaining to TPB's implementation of OTM 2025 that may not have been included in this document, but deemed necessary by either party, provided that there are no cost implications.

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

- Provision of a professional photographer and videographer/cameraman to provide coverage and documentation of the Outbound Travel Market implementation wherein TPB will have full ownership of all the recorded materials (photographs and videos).
- Service Provider to submit the following photos and videos covering the entire program:
  - Raw and edited photos;
  - Recorded videos; and
  - Video highlights of OTM (3–5-minute presentation)
- Submission of the highlight of the events should be within the 7 calendar days after the event.

#### **F. Printing Requirements**

- Printing, production, and delivery of marketing and promotional materials of the following requirements:
  - 500 pcs. Each of Philippine postcards of 5 Philippine destinations with QR code;
  - 500 pieces each of 5 kinds of Philippine and destination brochures (in English)
  - Travel PH App Paraphernalia.

- TPB will provide the layout of these marketing and promotional materials.
- Delivery of Philippine collateral materials must be managed depending on the size of the Philippine stand storage area starting on 30 January 2025. Excess materials will be couriered to the Philippine Consulate.

#### G. Transportation Requirements

- Provision of one (1) van for the TPB delegation transporting Booth and Event paraphernalia from 28 January to 02 February 2025.
  - Vehicles should be made available for a minimum of 8 hours per day with a maximum of 4 hours of overtime;
  - Preferably a 2019 model or newer;
  - Inclusive of licensed driver, fuel, driver’s meals, applicable parking, toll fees, and overtime fees
  - Provide Pick-up and Drop-off of passengers; and
  - Transport to, from airport, hotel, and official venue.

### LOT 2: POST-OTM 2025 ROADSHOW (MUMBAI, NEW DELHI, CHENNAI, AND BANGALORE)

#### A. Venue Rental and Set-Up

- Sourcing and booking of appropriate venue for the Post-OTM 2025 Roadshow in India in the following cities:

##### 1. Mumbai on 03 February 2025

- A 4–star hotel property or similar category located in Mumbai City Center / CBD.
- Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 80 guests for banquets or corporate events.
- The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.
- Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)
- Capable of serving meals with options for various dietary needs.

TIME	REQUIREMENTS	REMARKS
0700H – 0900H	<b>Ingress</b>	
0900H – 1000H	<b>Phil. Delegation Briefing</b>	
1000H – 1030H	<b>Registration Counter</b> in front of the Briefing Room	- With at least 2 IBM tables with table cover

		<ul style="list-style-type: none"> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- with coat check clothes rack and baggage counter</li> </ul>
1030H – 1230H	<b>B2B Networking Meetings</b>	<ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests – roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
1230H – 1330H	<b>Philippine Seminar</b>	<ul style="list-style-type: none"> <li>- Utilizes the same function room or ballroom</li> </ul>
1330H – 1500H	<b>Philippine Luncheon Reception</b>	<ul style="list-style-type: none"> <li>- Utilizes the same function room or ballroom</li> </ul>

## 2. New Delhi on 04 February 2025

- A 4-star hotel property or similar category located in Mumbai City Center / CBD.
- Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 80 guests for banquets or corporate events.
- The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.
- Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)
- Capable of serving meals with options for various dietary needs.

<b>TIME</b>	<b>REQUIREMENTS</b>	<b>REMARKS</b>
0700H – 0900H	<b>Ingress</b>	
0900H – 1000H	<b>Phil. Delegation Briefing</b>	
1000H – 1030H	<b>Registration Counter</b> in front of the Briefing Room	<ul style="list-style-type: none"> <li>- With at least 2 IBM tables with table cover</li> <li>- With Wi-Fi and provision for electrical outlets</li> </ul>

		- with coat check clothes rack and baggage counter
1030H – 1230H	<b>B2B Networking Meetings</b>	<ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests – roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
1230H – 1330H	<b>Philippine Seminar</b>	- Utilizes the same function room or ballroom
1330H – 1500H	<b>Philippine Luncheon Reception</b>	- Utilizes the same function room or ballroom

### 3. Chennai on 06 February 2025

- A 4-star hotel property or similar category located in Mumbai City Center / CBD.
- Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 80 guests for banquets or corporate events.
- The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.
- Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)
- Capable of serving meals with options for various dietary needs.

TIME	REQUIREMENTS	REMARKS
0700H – 0900H	<b>Ingress</b>	
0900H – 1000H	<b>Phil. Delegation Briefing</b>	
1000H – 1030H	<b>Registration Counter</b> in front of the Briefing Room	<ul style="list-style-type: none"> <li>- With at least 2 IBM tables with table cover</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- with coat check clothes rack and baggage counter</li> </ul>



1030H – 1230H	<b>B2B Networking Meetings</b>	<ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up at the perimeter of the function room or ballroom</li> <li>- Banquet type of set-up in the middle of the function room for 80 guests – roundtable type – 8 -10 pax each</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- Basic A/V system</li> <li>- Stage set-up</li> <li>- LCD Projector with Screen</li> <li>- With refreshments</li> </ul>
1230H – 1330H	<b>Philippine Seminar</b>	<ul style="list-style-type: none"> <li>- Utilizes the same function room or ballroom</li> </ul>
1330H – 1500H	<b>Philippine Luncheon Reception</b>	<ul style="list-style-type: none"> <li>- Utilizes the same function room or ballroom</li> </ul>

#### 4. Bangalore on 07 February 2025

- A 4-star hotel property or similar category located in Mumbai City Center / CBD.
- Has a ballroom/function room that can be dressed up, can be installed with stage and has enough space to accommodate at least 80 guests for banquets or corporate events.
- The ballroom/function room should be equipped with high-speed internet, projectors, screens, and audio systems. Ideally, provide an event tech support team onsite.
- Organizing, designing, facilitating and set-up of the venue (including directional signage/standees and venue branding), reception area, LED / LCD wall, and other AVP equipment (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, etc.)
- Capable of serving meals with options for various dietary needs.

TIME	REQUIREMENTS	REMARKS
0700H – 0900H	<b>Ingress</b>	
0900H – 1000H	<b>Phil. Delegation Briefing</b>	
1000H – 1030H	<b>Registration Counter</b> in front of the Briefing Room	<ul style="list-style-type: none"> <li>- With at least 2 IBM tables with table cover</li> <li>- With Wi-Fi and provision for electrical outlets</li> <li>- with coat check clothes rack and baggage counter</li> </ul>
1030H – 1230H	<b>B2B Networking Meetings</b>	<ul style="list-style-type: none"> <li>- 15 meeting desks (IBM tables with 4 chairs set-up</li> </ul>

		at the perimeter of the function room or ballroom - Banquet type of set-up in the middle of the function room for 80 guests – roundtable type – 8 -10 pax each - With Wi-Fi and provision for electrical outlets - Basic A/V system - Stage set-up - LCD Projector with Screen - With refreshments
1230H – 1330H	<b>Philippine Seminar</b>	- Utilizes the same function room or ballroom
1330H – 1500H	<b>Philippine Luncheon Reception</b>	- Utilizes the same function room or ballroom

## B. Food & Beverage Requirements

- Can arrange F&B requirements on the following dates and cities:
  1. 03 February – Mumbai
  2. 04 February – New Delhi
  3. 06 February – Chennai
  4. 07 February – Bangalore

TIME	REQUIREMENTS	REMARKS
0900H -1330H	Refreshments	-Free-flowing brewed coffee/ tea/hot and cold water -Snacks of mini sandwiches and cookies
1330H – 1500H	Buffet Lunch	-Lunch: Filipino or continental cuisine with drinks for max of 80 pax at INR 3,500 per pax - Free-flowing brewed coffee/tea/ hot and cold water

- Menus to be approved by TPB;
  - Menu cards to be provided per table;
  - 10% provision for gluten-free, etc.;
- Complete set-up for the buffet stations and dressed up cocktail tables / chairs and appropriate ambient décor/ to complement, food serving set-up either plated or buffet subject to approval of TPB;
- Uniformed and well-trained banquet service personnel; and,
- Minimum number of 60 pax. The final number of guests will be advised a week in advance.

### C. Program Requirements

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

DATE / TIME	ACTIVITY	REMARKS
<b>02 February</b>	<b>PRE-ROADSHOW</b>	
	Depart Manila for Mumbai / Rest Day from OTM 2025	
<b>03 February</b>	<b>MUMBAI LEG</b>	
0700H	Ingress/Set-Up	
0900H	Briefing with the Philippine Delegation	30 pax
1000H	Registration	
1030H	B2B and networking meetings	70-80 pax
1300H	Seminar/Philippine Presentation	
1330H	Buffet Lunch	80 pax
	Transfer to the Mumbai Airport	
	Depart Mumbai for New Delhi	
	Transfer to Delhi Hotel; OVN	
<b>04 February</b>	<b>DELHI LEG</b>	
0700H	Ingress/Set-Up	
0900H	Briefing with the Philippine Delegation	30 pax
1000H	Registration	
1030H	B2B and networking meetings	70-80 pax
1300H	Seminar/Philippine Presentation	
1330H	Buffet Lunch	80 pax
<b>05 February</b>	<b>ROADSHOW BREAK</b>	
	TPB Delegation to visit the PH Embassy in Delhi	10 pax
	Depart New Delhi for Chennai	
<b>06 February</b>	<b>CHENNAI LEG</b>	
0700H	Ingress/Set-Up	
0900H	Briefing with the Philippine Delegation	30pax
1000H	Registration	
1030H	B2B and networking meetings	70-80 pax
1300H	Philippine Seminar/Presentation	
1330H	Buffet Lunch	80 pax
	Transfer to the Chennai Airport	
	Depart Chennai for Bangalore	
	Transfer to Bangalore Hotel; OVN	
<b>07 February</b>	<b>BANGALORE LEG</b>	

0700H	Ingress/Set-Up	
0900H	Briefing with the Philippine Delegation	30 pax
1000H	Registration	
1030H	B2B and networking meetings	70-80 pax
1300H	Philippine Seminar/Presentation	
1330H	Buffet Lunch	80 pax
<b>08 February</b>	<b>END OF ROADSHOW</b>	
	Return to Manila	

- Management of invitation to 50 Indian buyers / partners and speakers per leg in coordination with TPB.
- Coordination with the assigned TPB Officials/Officers, Federation of Indian Chamber of Commerce & Industry (FICCI) Philippines, and FICCI India for the finalization of the program and speakers.
- Creation of program flow, detailed scenario and script based on the approved program.
- Provision of 1 emcee /voice over per city (should be proficient in English; can speak Hindi is a plus)
- Project Coordinator/s (1 pax per city who will work closely with TPB office before, during, and after the event)
- 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 or in an online folder.
- 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 Team / Service Provider Team, with a minimum experience of three (3) years, who shall coordinate, oversee the light, audio-visual, scenery, technical requirements, staging, and other elements and requirements of the overall event. The team 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
  - At least one (1) Administrative/Project Officer 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*

#### D. Documentation Requirements

- Provision of a professional photographer and videographer to cover and document the Post-OTM 2025 Roadshow in Mumbai, Delhi, Chennai, and

Bangalore wherein TPB will have full ownership on all the recorded materials (photographs and videos).

- Service Provider to submit the following photos and videos covering the entire program:
  - Raw and edited photos;
  - Recorded videos; and
  - Video highlights of the whole Roadshow (3-5 minute presentation)
- Submission of the highlight of the events should be within the 7 calendar days after the event.

#### **E. Physical and Technical Requirements**

- Overall venue décor/execution for the event to include, but not limited to:
  - Stage set-up, design, decorations (as needed per activity)
  - Venue styling, but not limited to:
    - Sellers Board / Directory / Floor Plan
    - Directional signages
    - At least Eight (8) Pull-up Banners (design to be provided by TPB) to be used for all four (4) legs to be turned over to TPB after the event
    - Table Numbers and Company Names good for 15 PH Seller companies (For the table numbers and company name, it should be printed back-to-back); ensure that these will be used for all four (4) legs
  - Registration counter
- 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. 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.);
- Internet connection (75-100 mbps)
- Directory of Philippine Sellers signage or panel board (with QR code)
- All needed signages and/or marquees
- B2B tables for 15 PH Sellers with four (4) chairs per B2B table and two (2) VIP tables with chairs

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)

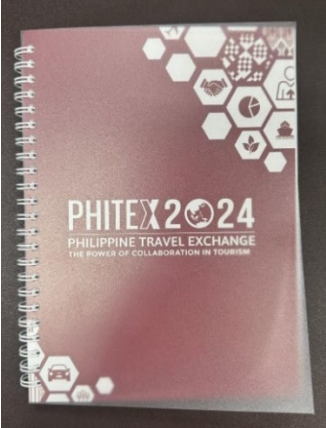

4. Philippine Luncheon Reception

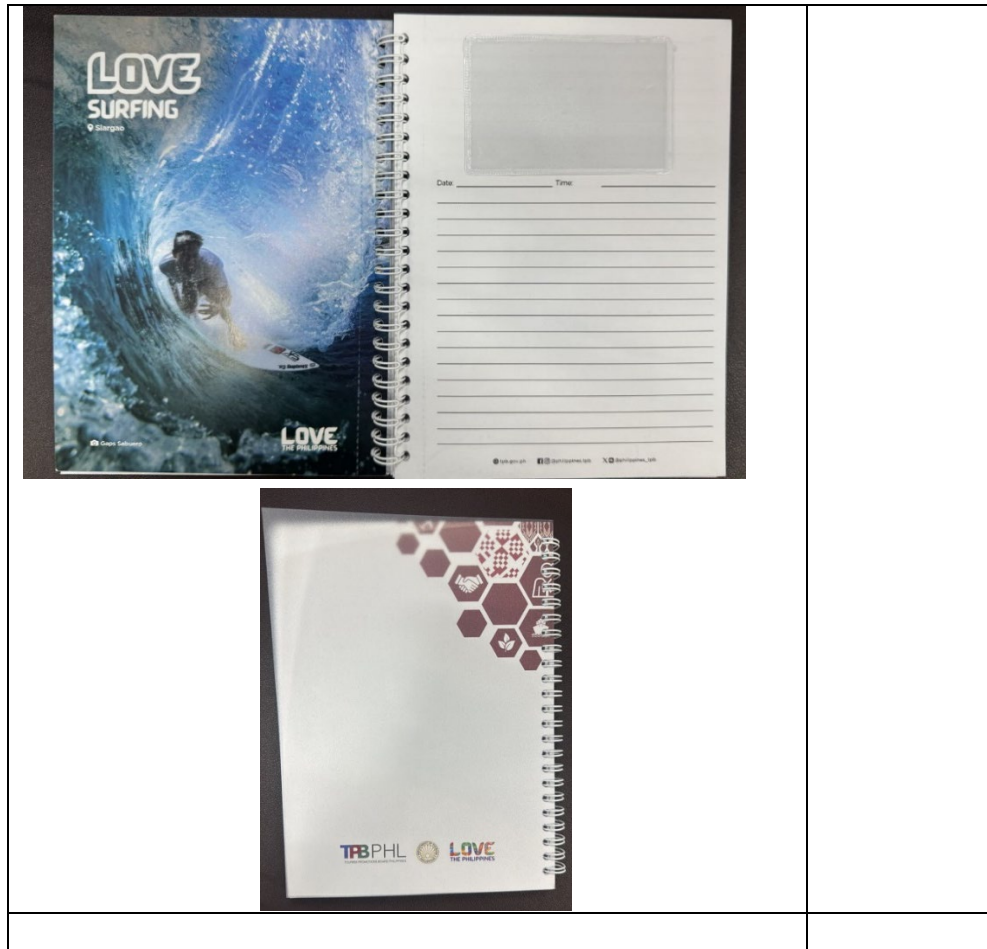
- Stage set-up
- LED Screen / LCD projector with screen
- Basic audio-visual (speakers, wireless microphones, etc.) and lighting system
- Laptops (mac and windows) with appropriate connectors
- Appropriate cables and video adapters (VGA, HDMI, etc.);
- Internet connection (75-100 mbps)
- Banquet roundtable set-up for 100 pax, 8-10 persons per table
- All needed signages and/or marquees

**F. Giveaways**

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

<i>Item</i>	<i>Quantity</i>
<p><b>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</li> </ul>	<p><b>250 pcs.</b></p>

<ul style="list-style-type: none"> <li>○ TPB: 1 x 3 inches</li> <li>○ PHILIPPINES: .5 X 4 inches</li> <li>● Printing process: Silkscreen both size</li> </ul>	
<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: <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 pages: Rives Tradition ultra-white 100 gsm</li> <li>○ Breaker: Rives Tradition ultra-white 170 gsm</li> <li>○ Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top &amp; bottom alternate)</li> </ul> </li> <li>● Printing: Offset printing</li> <li>● Sample Photos:</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <ul style="list-style-type: none"> <li>● Sample Photos:</li> </ul>	<p><b>250 pcs.</b></p>



- A sample of each item should be submitted to TPB within the week of 13-17 January 2025 for approval before production/purchase of all items prior to shipping to India.
- The delivery of the whole giveaway production will be at the TPB office at Legaspi Towers 300 within the week of 20-24 January 2025 from 8:00 AM to 5:00 PM for checking and inspection. The delivery address is:  
4/F, Legaspi Towers 300  
Roxas Boulevard, Manila 1004
- To ensure compliance with the quantities of giveaways per venue, the concerned TPB Officer will issue Certification of Acceptance.
- The giveaways will be picked up from the TPB office at Legaspi Towers 300 and 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.

#### H. Printing Requirements

- Printing, production, and delivery of marketing and promotional materials of the following requirements:



- 50 pcs. of invitation letters to the invited buyers for each leg (Total of 200 pcs).
- 80 pcs. for each leg of Philippine brochures of four (4) highlighted Philippine regions / destinations (Total of 320 pcs).
- TPB will provide the layout of these marketing and promotional materials.
- Delivery in Mumbai, Delhi, Chennai, Bangalore will be care of the supplier.
- Excess materials may be couriered to Philippine Consulate Office.

#### **I. Transportation Requirements**

- Provision of the following transportation services for the following dates subject to the final itinerary:
  - One (1) Bus for the airport to official hotel transfers of the Philippine delegation on the following schedule:
    - 03 and 05 February, New Delhi
    - 05 and 06 February, Chennai
    - 06 February, Bangalore
  - One (1) Van for the logistical requirements (e.g. event paraphernalia) on the following schedule:
    - 03 February, Mumbai
    - 04 and 05 February, New Delhi
    - 07 and 08 February, Bangalore
      - Vehicles should be made available a minimum of 8 hours per day and maximum of 4 hours of overtime
- Preferably a 2019 model or newer;
- Inclusive of licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees; and
- Provide Pick-up and Drop-off of passengers.

#### **J. Domestic Airfare**

- Provision of domestic air tickets and comprehensive travel insurance for TPB officers/officials based on the official event schedule
  - Mumbai to Delhi, 4 pax
  - Delhi to Chennai, 4 pax
  - Chennai to Bangalore, 4 pax

#### **K. Administrative Requirements**

- International shipment (Manila – New Delhi) and domestic courier (within India) for the promotional materials, office supplies, event paraphernalia and other items for the event.
- Miscellaneous Expenses (approximately Php 40,000.00)
  - Provision for coordination meeting expenses in India

- Provision of onsite expenses, such as but not limited to office supplies, drinks, etc.
- Assistance on other related matters pertaining to the TPB implementation of the Post-OTM Roadshow that may not have been included in this document, but deemed necessary by either party, provided that there are no cost implications.
- Billing should be based on actual expense, supported with necessary documents.

#### IV. PROJECT IMPLEMENTATION SCHEDULE

<b>LOT 1: OPERATIONAL REQUIREMENTS FOR THE OUTBOUND TRAVEL MARKET (OTM) 2025</b>	
Date: 28 January – 02 February 2025	
<b>DATE / TIME</b>	<b>ACTIVITY</b>
28 January	Depart Manila for OTM 2025
29 January	Ocular Inspection
30 January – 01 February	OTM 2025 Event Proper in Jio World Convention Centre, Mumbai, India
02 February	Rest day / Depart Mumbai for Manila

<b>LOT 2: POST-OTM 2025 ROADSHOW (MUMBAI, NEW DELHI, CHENNAI, AND BANGALORE)</b>	
Date: 02 – 08 February 2025	
<b>DATE / TIME</b>	<b>ACTIVITY</b>
02 February	Arrive in Mumbai
03 February	Mumbai Leg; Transfer to New Delhi in the evening
04 February	New Delhi Leg
05 February	Visit to PH Embassy for TPB Delegation; Transfer to Chennai in the evening
06 February	Chennai Leg; Transfer to Bangalore in the evening
07 February	Bangalore Leg
08 February	Return to Manila

#### V. QUALIFICATIONS OF BIDDERS:

- A. Must be a company duly registered in the Philippines engaged in the business as an Events Management Company / Destination Management Company / Tour Operator / Project Management Company / Conference Integrator / Service Provider with experience in event organization and implementation; preferably with a counterpart in India.

- B. Must be in operation for at least ten (10) years; preferably with a counterpart in India; and
- C. Must have organized and implemented at least three (3) events with similar scale based on the deliverables as stated above, with at least one (1) event abroad in the last ten (10) years.

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

The winning bid shall be determined based on the submitted bid proposal and does not exceed the approved budget.

<b>MODULES</b>	<b>INDICATIVE DATE OF IMPLEMENTATION</b>	<b>ABC</b>
<b>LOT 1:</b> Operational Requirements for the Outbound Travel Market (OTM) 2025	30 January – 01 February 2025	PHP 1,415,000.00 inclusive of all applicable taxes and bank-related fees
<b>Lot 2:</b> Post-OTM 2025 Roadshow (Mumbai, New Delhi, Chennai, and Bangalore)	03-07 February 2025	PHP 5,142,190.00 inclusive of all applicable taxes and bank-related fees

The cost of items in the bid should be broken down. The bid price must include workforce, logistics, organizer’s fees, bank transfer fees, other charges, and other expenses needed to implement the project.

**VII. TERMS OF PAYMENT:**

Payment will be made following the submission of the listed requirements:

<b>LOT 1: Operational Requirements for the Outbound Travel Market (OTM) 2025</b>		
<b>Tranche</b>	<b>Particulars</b>	<b>Payment Scheme</b>
<b>Final Payment</b>	Upon full delivery of services as indicated in the Technical Specifications and submission of final SOA/invoice with necessary supporting documents	100% of the payment

<b>Lot 2: Post-OTM 2025 Roadshow (Mumbai, New Delhi, Chennai, and Bangalore)</b>		
	<b>Particulars</b>	<b>Payment Scheme</b>
<b>First Tranche</b>	Upon submission of proof of bookings/reservations of at least: <ul style="list-style-type: none"> <li>● Official Venues for the B2B Roadshow for all four (4) legs</li> </ul>	50% of the payment

	Submission and approval of proposed menu, venue layout and set-up.	
<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

Tranche payments will be on a send-bill arrangement, statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services. The supplier will be paid once the event is completed.

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: MR. RAMON JULIAN S. DE VEYRA, JR.** 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. FAYE AGATHA V. MENDOZA-HOW**  
Market Specialist II  
Europe, Africa, the Middle East, and India Division  
International Promotions Department  
Email address: faye\_mendoza-how@tpb.gov.ph