

## TECHNICAL SPECIFICATIONS

### **CATERING SERVICES FOR THE 3<sup>rd</sup> PHILIPPINE ORGANIZING COMMITTEE (POC) MEETING FOR THE PHILIPPINE PARTICIPATION IN EXPO 2025 OSAKA**

7 February 2025 | Department of Tourism (DOT)

#### **I. BACKGROUND**

The Philippine government will participate in Expo 2025 Osaka in Yumeshima, Osaka, Japan, from 13 April to 13 October 2025. The Japan Association for Expo 2025, the Organizer of the Project, expects the participation of more than 130 countries and 15 international organizations in the Expo. Some 28.2 million visitors are expected to visit the Expo 2025.

With the theme, **Designing Future Society for Our Lives**, Expo 2025 Osaka provides an unrivaled platform for the Philippines to connect businesses, build a global identity, establish a meaningful face-to-face connection with counterpart stakeholders, showcase national tourist attractions, offer tourism products and services, and benefit from new and sustainable solutions being presented by participating countries.

The Office of the President has designated the Philippine Department of Tourism (PDOT) as the lead implementing agency for Expo 2025 through Administrative Order (A.O.) No. 7. Under the AO, the PDOT is tasked to undertake and oversee the overall preparations and day-to-day operations relative to the Philippines' participation in Expo 2025.

Following the confirmation of the DOT as the lead agency for the implementation of the Expo 2025, it has issued Department Order (DO) No. 023-0042, designating the TPB as the Agency in charge of spearheading the Secretariat of the Project.

#### **II. OBJECTIVES**

The mandate of the TPB is to market the Philippines as a major convention and incentive destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congress, exhibitions, incentive travels and the like.

#### **III. SCOPE OF WORK / SERVICES**

Specifications:

Requirement A	
Event	3 <sup>rd</sup> Philippine Organizing Committee (POC) Meeting for Expo 2025 Osaka
Indicative Date   Time	7 February 2025 1:00 PM

Venue	DOT Multi-Purpose Hall
F&B requirement/ Set-Up	<ul style="list-style-type: none"> <li>• Heavy Snacks menu to include drinks (juice and coffee service)</li> <li>• Catering table, linens, dishware, utensils and all necessary paraphernalia</li> </ul>
Est. Number of Pax	50 pax

The establishment/F&B Provider should be able to deliver the following:

- Must be able to deliver the above-specified requirements during the event at the event venue.
- Menu for approval of TPB.
- Can accommodate special diet (for personnel with special dietary needs, vegetarians, diabetics, low-sodium, hypoallergenic or gluten free with allergies) (for confirmation of TPB).
- Must provide overflowing coffee or tea station.
- Food served shall be fresh, hot and ready at least 30 minutes before the scheduled time.
- Must be able to provide uniformed and banquet service personnel, as needed and a dedicated contact to attend to all arrangements.
- Any other requirements that may be mutually agreed upon by the TPB and the supplier.

#### IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative)

**Date** : 7 February 2025

**Venue** : DOT Multi-Purpose Hall

#### V. ELIGIBILITY REQUIREMENTS

1. Must be engage in catering service operating in three (3) years and legally registered establishments under the Philippine Laws
2. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)

#### VI. APPROVED BUDGET FOR THE CONTRACT

Approved Budget for the Contract (ABC) is **FIFTY THOUSAND PESOS (P50,000.00)** inclusive of all applicable fees and taxes.

## VII. TERMS OF PAYMENT

- A. Send bill arrangements
- B. Full payment 30 working days or after services are rendered in full/complete
- C. The following document should be submitted by the winning bidder for the processing of payment:
  - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:  
  
MARIA MARGARITA MONTEMAYOR NOGRALES  
Chief Operating Officer/Officer-in-Charge  
Tourism Promotions Board  
6/F, Five E-com Center, Harbor Drive , Mall of Asia, Pasay City
- D. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

## VIII. CONTRACT DURATION

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

## IX. ADDITIONAL INFORMATION

Contact Persons:

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