

## TECHNICAL SPECIFICATIONS

### SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS INCLUDING KEY OPINION LEADERS' COVERAGE AND OTHER REQUIREMENTS OF THE PHILIPPINES' PARTICIPATION IN THE ARABIAN TRAVEL MARKET (ATM) 2025

#### I. BACKGROUND:

The Arabian Travel Market, is the leading global event for the Middle East inbound and outbound travel industry for over 30 years, the Arabian Travel Market (ATM) promotes nearly **3,000 products and destinations** from around the globe annually

In 2024, the 31st edition of Arabian Travel Market set a new show record with a year-on-year **increase of 17.5% in attendees compared to 2023, it also represents a 5% increase over 2019**. A total of over **47,000 attendees** were at the show and more than **2,500 exhibitors** and representatives from over **161 countries** took part. The show grows as fast as the markets it serves, **generating \$2.5 billion in deals**, meaning there is no better place to unlock your business's potential.

#### **Philippines at ATM 2025**

For 2025, the Philippines aim to equal if not surpass the notable yield of the previous year by reserving a 129.5-square meter booth space and targeting 20-22 stand sharers from the private sector.

#### II. OBJECTIVES:

The continued participation at the ATM would provide a platform for the Philippines to:

- Meet top international buyers in the annual show, especially from the Middle East, generate sales leads and rekindle business relationships;
- Explore trade and media partners to strengthen the country's promotion as a holiday destination;
- Gather market intelligence and continue to understand the Middle East for strategic promotional plans in the future;
- Maintain the Philippines' presence in the Middle East Region; and,
- Generate gross income from participation fees (Internal objective); and
- Keep abreast with the current updates in global tourism

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

The Tourism Promotions Board (TPB) is inviting qualified Tour Operator/Destination Management Companies or other suppliers providing similar services to organize and implement the logistical requirements of the Key Opinion Leaders' Coverage relative to the Philippine Participation in the ATM 2025.

**A. Transportation services based on the following:**

- Two (2) transportation vehicles, preferably 8-seater van x 8 days 2022 model or newer
- Inclusive of licensed driver, fuel, applicable parking, driver’s meals, toll and overtime fees.
- One (1) luggage van for airport and hotel transfers
- Tentative transportation schedule

<b>Date</b>	<b>Particulars</b>
25 April 2025	<ul style="list-style-type: none"><li>• Arrive Dubai, UAE (Dubai International Terminal 3)</li><li>• Hotel Transfers (SIRO One Za'abeel)</li></ul>
26 – 27 April 2025	<ul style="list-style-type: none"><li>• Coordination meeting with TPB, Organizer and Booth Contractor (Venue: TBC)</li><li>• Inspection of Philippine stand (Dubai World Trade Centre)</li></ul>
28 April 2025	<ul style="list-style-type: none"><li>• Opening Ceremony and Ribbon Cutting (Dubai World Trade Centre)</li><li>• Cocktail Reception</li></ul>
29 April – 01 May 2025	<ul style="list-style-type: none"><li>• ATM 2025 B2B appointments (Dubai World Trade Centre)</li></ul>
02 May 2025	<ul style="list-style-type: none"><li>• Depart Dubai, UAE (Dubai International Terminal 3)</li></ul>
03 May 2025	<ul style="list-style-type: none"><li>• Arrival in Manila</li></ul>

**B. Provision of four (4) pax for cultural and market immersion, and technical inspections to include tour guides, AM, Lunch and PM meals and entrance fees to any of the following:**

- Museum Experience
- Gastronomy Experience
- Other Tourist Educational Experiences

**C. Provision of accommodation for the two (2) KOL representatives**

- Two (2) standard single occupancy room for 7 nights in a 3/4-star hotel or boutique hotel in Dubai

**D. Provision of Per Diems allowance for two (2) KOL representatives (USD100 x 7 days x 2 pax)**

**E. Administrative Services**

- One (1) Group Coordinator with at least 3-years of relevant experience to manage the itinerary;
- Provision of ATM 2025 exhibitors' badges for the three (3) participants
- Assistance in securing accommodation/hotel and restaurant reservations, as needed; and
- Assistance on travel and immigration documents for the entire delegation to include payment of Visa fees, if needed.
- Provision of miscellaneous expense in the amount of SIX THOUSAND THREE HUNDRED EMIRATI DIRHAMS (AED6,300.00), billing should be based on actual cost)

**IV. PROJECT IMPLEMENTATION SCHEDULE**

Date: **28 April - 01 May 2025;**  
 Venue: Dubai, UAE

**V. QUALIFICATIONS OF BIDDERS:**

- A. Must be a duly registered Philippine company engaged in the business as a Tour Operator or Destination Management Company with experience in event organization and implementation;
- B. Must be in operation for at least three (3) years.

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract (ABC) is **NINE HUNDRED THOUSAND NINETY-FIVE PESOS (PHP995,000.00)**, 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
First Tranche	Upon the approval of the final official flight itinerary and proof of transportation and accommodation reservation	50% of payment
Second Tranche Final Payment	Complete delivery of scope of services and its supporting documents and issuance of issuance of Certificate of Project Completion.	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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- 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. 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:**

**MR. MICHAEL M. MALONDA**  
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