

**TECHNICAL SPECIFICATIONS
SERVICES OF AN EVENT MANAGEMENT COMPANY
FOR THE MANAGEMENT OF THE VARIOUS TPB EVENTS/ACTIVITIES
IN EXPO 2020 DUBAI**

Item	Specification
1.	PROJECT NAME: Philippines Participation in the Expo 2020 Dubai
2.	VENUE: Dubai, UAE
3.	DATE: December 2021 – February 2022
4.	<p>PURPOSE/OBJECTIVES:</p> <p>The Philippine Tourism Promotions Board (TPB) is in need of the services of an Event Management Company (EMC) who will act as the Event Organizer and Representative of the Philippine Delegation for the preparation, coordination, and implementation of requirements for the Philippine participation in the Expo 2020 Dubai from 01 October 2021 to 31 March 2022.</p> <p>The EMC will source and hire the services of a company that can provide the following in accordance with the selected/approved designs/concepts by the TPB:</p> <ul style="list-style-type: none"> ▪ For 2021: <ol style="list-style-type: none"> 1. Dinner Reception during the Opening Week on 06 December 2021 2. 500 pcs. Giveaways for the Expo 2020 Dubai Opening - VIP Program, Business Program, and Media Program on 06 December 2021 3. Transportation Services for the Philippine Delegation from 05-10 December 2021 in Dubai ▪ For 2022: <ol style="list-style-type: none"> 1. Philippine National Day Gala Dinner Reception on 11 February 2022 2. Bus Ad Wrap (<i>Rental for 4 Buses (painted with the DOT Tagline and Bangkok logo); 1 month Ad placement /wrapping of the bus; One-day rental (max 10 hours) to ferry pavilion visitors to the Expo site on 11 February 2022</i>) 3. Transportation Services for the Philippine Delegation from 8-12 February 2021 (indicative dates) ▪ Administrative Assistance

	<p>Assistance on other related matters pertaining to the TPB’s support to the Philippine Participation in the Expo 2020 Dubai may not have been included in this document but deemed necessary by either party.</p>
<p>5.</p>	<p>SCOPE OF SERVICES:</p> <p>The Tourism Promotions Board (TPB) will need the services of an EMC that is Dubai based company or a Philippine-based company with Middle East Affiliation to provide the requirements in the above-mentioned events based on the following guidelines:</p> <p>1. Networking and Marketing Engagement for the Opening Week on 06 December 2021 Budget: 2,385,500.00</p> <ol style="list-style-type: none"> a. Sourcing and booking an appropriate venue for the Philippine Hosted function/networking with entertainment good for 250 pax. <p>Venue Options:</p> <ol style="list-style-type: none"> 1. Club 2020 by Emaar (inside Expo 2020 Dubai) 2. Address Hotel Beach Resort (outside Expo 2020 Dubai) b. Organizing, designing, facilitating, and set-up of the venue, dinner reception area, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, et al.) c. Invitation and booking of appointment for the top thirty (30) travel agents, tour operators, and travel trade representatives in the Middle East selling Philippine packages for the Philippine Hosted function/networking with entertainment. d. Invitation of VIPs, government and consulate officials, press and media personnel, and key industry influencers in the Middle East for the Philippine Hosted function/networking with entertainment. e. The EMC will prepare and implement the Philippine Hosted function/networking with entertainment for the invited personalities and the Philippine delegates. f. The EMC will hire a professional Photographer/ Videographer to cover and document the Philippine Hosted function/networking with entertainment only. TPB will have full ownership of all the recorded materials (photographs and videos).

2. Production of Corporate Giveaways for the Official Opening of the Philippines In the Expo 2020 Dubai In December 2021

Budget: Php 750,000.00

The EMC will provide 500 pcs. giveaways during the VIP Program, Business Program, and Media Program on December 2021 (sample for approval of TPB)

Specifications of the Curated Business Kit

(Corporate Shoulder Bag + notebook with leatherette cover with textile design + handwoven mask, and handwoven scarf for VIPs)

a. Corporate Shoulder Bag

- Weave cloth/tribal accent – Abel, Binakul, Ikat, Hinablón, Yakan, Inaul, Tinalak weave
- Multiple pockets
- Multiway, easy to carry
- It can easily slide into a briefcase or backpack
- Size: 16" x 12"
- Sample Photo:



b. Notebook with Expo Logo and leatherette cover with textile design

- **Size:**
 - Cover folded: 13.50 cm (w) x 19.50 cm (h)
 - Inside: 13.50 cm (w) x 19.50 cm (h)
- **Color Requirement:**
 - Cover: Hard thick acetate clear, no printing (front & back cover)
 - Inside: 40 leaves, one color on both sides
 - Breaker: 5 leaves – divider, full color both sides
- **Material Preference:**
 - Cover: Hard tick acetate
 - Inside pages: Rives Tradition ultra-white 100 gsm
- **Breaker:** Rives Tradition ultra-white 170 gsm
- Sample Photo:



c. Handwoven Reusable Face Masks

- Size: One size for adults
- Reusable for general wear
- Materials: Handwoven cottonpoly blends
- Make: Completely handmade with handwoven fabric.

Individually sewn.

- Patterns: Geometric and nature-inspired
- Sample photo:



d. Handwoven Scarf

- Quantity: 100 pcs for VIPs
- Materials: 100% Cotton, featuring Philippine HABI farm-grown cotton
- Make: Completely handmade using nilihha/pinili supplementary warp and kinulduhan plain weave techniques.
- Patterns: Inspired

by Ifugao baya'ung blanket, it is identified by broad black panels complimented by red strips.

- Provenance: From weavers in Kiangan, Ifugao, From weavers in Oriental Mindoro (may propose other textile subject for TPB's approval)



**Services For
the duration
(05-10
Budget: Php**

**3. Transportation
TPB Official / Officers during
of their trip
December 2021)
85,750.00**

- a. Sourcing of transportation for the attending TPB officials for the whole duration of the trip.
- b. Can comfortably accommodate five pax while observing physical distancing

**4. Gala Dinner Reception During the Philippine National Day on 11 February 2022
Budget: 2,385,500.00**

- a. Sourcing and booking an appropriate venue for the Philippine Hosted function/networking with entertainment good for 250 pax.

Proposed venue:

1. Dubai Exhibition Center (DEC)

2. Club 2020

- b. Provision of 300 pcs. Giveaways for the VIP, media, and stakeholders (sample for approval of TPB)
- c. Organizing, designing, facilitating, and set-up of the venue, dinner reception area, and the elevated stage for the designated performers/entertainers, complete with the technical requirements (i.e., lighting, audio-visual equipment, sound system, PA system, microphones, et al.)
- d. Invitation and booking of appointment for the top thirty (30) travel agents, tour operators, and travel trade representatives in the Middle East selling Philippine packages for the Philippine Hosted function/networking with entertainment.
- e. Invitation of VIPs, government and consulate officials, press and media personnel, and key industry influencers in the Middle East for the Philippine Hosted function/networking with entertainment.
- f. The EMC will prepare and implement the Philippine Hosted function/networking with entertainment for the invited personalities and the Philippine delegates.
- g. The EMC will hire a professional Photographer/ Videographer to cover and document the Philippine Hosted function/networking with entertainment only. TPB will have full ownership of all the recorded materials (photographs and videos).

5. Bus Ad Wrap

Budget: 10,000,000.00

- a. Rental of 4 air-conditioned Double Decker or Single Decked Buses with at least 45 seating capacity wrapped with DOT Tagline and Bangkok logo);
- b. One month Ad placement ;
- c. One day rental (max 10 hours) to ferry pavilion visitors to the Expo site on 11 February 2022

Sample photos:



Bus Options:
1. Yutong Zk6138HP
 Seat Capacity : 50



12500mm

Basic parameters

Engine model	WP10.375
Dimension(mm)	12500*2550*3840
Luggage compartment(M3)	9m3 super large luggage compartment
Max. speed(km/h)	130

2. T12
 Seat Capacity: 53



3810mm

12245mm

Basic parameters

Engine model	MX-11 291 H1
Dimension(mm)	12245*2550*3810
G.V.W.(kg)	19000
Luggage compartment(M3)	9.6
Max. speed(km/h)	100

3. T13

Seat Capacity: 60



**** Other bus options/models should be presented and subject to the approval of TPB**

Basic parameters

Engine model	MX-11 330 H3
Dimension(mm)	13175*2550*3650

6. Transportation Services for TPB Official/Officers during the duration of their trip (approximately seven days) Budget: Php 85,750.00

- a. Sourcing of transportation for the attending TPB officials for the whole duration of the trip.
 - b. Can comfortably accommodate five pax while observing physical distancing
- Specifications:

- 12-15 Seater van or minibus to accommodate TPB delegation and their luggage
- Must be fully air conditioned
- Sample photo



7. Administrative Assistance/Events Management Fee
Budget: Php 857,500.00

- a. The EMC will assist the Philippine delegation with the necessary arrangement and acquisition of documentary requirements (legal and practical) for the successful implementation of the calendar of events.
- b. Assistance on travel and immigration documents for the entire Philippine delegation, as needed.
- c. Assistance on other related matters pertaining to the TPB's support to the Philippine Participation in the Expo 2020 Dubai that may not have been included in this document but deemed necessary by either party-air-conditioned.

6. TIME FRAME AND SCHEDULE OF WORK:

Coverage of services and deliverables: indicative dates: December 2021 and February 2022

	<p>Due to the limited lead time, the Company must be able to come up with the most feasible timeline for the release of relevant legal and practical documents such as (but not limited to): visas, permits, MOUs, contracts, and other relevant document/s for the Philippine contingent, and at the same time work closely with the TPB representatives and point person/s.</p>
7.	<p>ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a reputable Events Management company that is Dubai-based or Philippine-based with Middle East affiliates. Affiliation can either be a subsidiary group, joint venture, partnership, or an existing Memorandum of Agreement (MOA). 2. Must be in operation for the past five (5) years. 3. Must possess the necessary expertise in representations, event organization, and implementation. 4. Must have a minimum of three (3) organized and implemented fairs/events in the region for the past three years in the Middle East Market. 5. Must have at least five (5) regular staff / employees who can coordinate and liaise with the Project Officer in English.
8.	<p>TECHNICAL ELIGIBILITY DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile <p>ADDITIONAL TECHNICAL DOCUMENTS:</p> <ol style="list-style-type: none"> 1. List of international groups/clients and events participated and handled in the last five (5) years.
9.	<p>APPROVED BUDGET FOR THE CONTRACT:</p> <p>The allotted budget in the acquisition of services to be rendered by the Event Organizer is SIXTEEN MILLION FIVE HUNDRED FIFTY THOUSAND PESOS (PHP16,550,000.00) (inclusive of all applicable taxes and bank related fees).</p>
10.	<p>PAYMENT PROCEDURE:</p> <p>Payment will be output based, subject to applicable Philippine government laws and regulations, and payable in tranches and upon submission of deliverables/accomplishment report based on the following:</p> <p>The indicative payment scheme is as follows:</p>

DELIVERABLES	% of Payment
Upon submission of proof of booking for the venue	15%
Upon completion of the deliverables and submission of terminal reports and documentations in December 2021 <ul style="list-style-type: none"> ● Networking and Marketing Engagement for the Opening Week on 06 December 2021 ● Production of Corporate Giveaways for the Official Opening of the Philippines In the Expo 2020 Dubai on 06 December 2021 ● Transportation Services For TPB Official / Officers during the duration of their trip (05-10 December 2021) ● Upon submission and acceptance of Bus Ad wrap design by TPB ● Submission of proof of rental of 4 buses (painted with the DOT Tagline) for February 	55%
Upon completion of the deliverables and submission of terminal reports and documentations in February <ul style="list-style-type: none"> ● Gala Dinner Reception During the Philippine National Day on 11 February 2022 ● 1 month Ad placement /wrapping of the bus; ● One day rental (max 10 hours) to ferry pavilion visitors to the Expo site on 11 February 2022 ● Transportation Services for TPB Official/Officers during the duration of their trip (approximately seven days) 	30%
Send the bill to the TOURISM PROMOTIONS BOARD addressed to COO MARIA ANTHONETTE C. VELASCO ALLONES – ATTN: MICKA ANJELLA CALZADO together with the required deliverables.	
11.	CONTACT PERSON: MS. MICKA ANJELLA CALZADO Project Officer Expo 2020 Dubai International Promotions Department Email address: anjella_calzado@tpb.gov.ph