

ANNEX C: TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR EXHIBITION SPACE, BOOTHS INSTALLATION, MAINTENANCE, DISMANTLING, AND PROVISION OF TECHNICAL REQUIREMENTS FOR THE CONDUCT OF INTERNATIONAL ECOTOURISM TRAVEL MART (IETM) 29 March 2023 to 02 April 2023

As of 14 Nov. 2022

I. BACKGROUND

The Tourism Promotions Board Philippines (TPB) is supporting the special event dubbed International Ecotourism Travel Mart (IETM) in the first quarter of 2023. The IETM is an annual event especially designed to bring together delegates and exhibitors to showcase products and services that have a strong ecotourism component, green technology, and sustainable green practices. The spotlight of the event is on ecotourism – an important concept for a region rich in diverse natural and cultural resources. At the core of ecotourism are the sustainability goals: experience nature and culture in all its diversity; ensure the protection and preservation of environment and culture; generate awareness, appreciation, and care for the destinations; create income for the local communities.

The event aims to attract 154 booths/pavilions/exhibitors including tribal villages, market place sellers, travel mart exhibitors, sponsors, government services, and members of the Asian Ecotourism Network (AEN). **The size and layout of the Event Area is on Annex A.**

The IETM is the first green travel mart and selling fair in the world presented by the AEN, a regional initiative of the Global Ecotourism Network (GEN) in partnership with the International School of Sustainable Tourism (ISST), Philippines. AEN is committed to connecting its stakeholders for knowledge transfer, consulting, marketing, and business development to achieve sustainability.

II. BACKGROUND AND OBJECTIVES

The event has the following objectives:

- Share best practices on ecotourism from international experts in the field;
- Provide an opportunity to network with ecotourism's stakeholders on a global and regional level;
- Promote the country's ecotourism sites, indigenous practices and culture;
- Create dynamism and excitement about ecotourism through ecofilm, demonstrations and artistic performances;

- Promote the adaption of measures to mitigate and adapt to the challenges of climate change including climate-related risk management; and
- Promote long-term political will for authentic ecotourism programs to help achieve sustainable development goals

III. SCOPE OF WORK/DELIVERABLES

General Requirements:

REQUIREMENT	PARTICULARS
Venue Address: International School of Sustainable Tourism (ISST) Km39 Aguinaldo Highway, Biga 2, Silang, City	<ul style="list-style-type: none"> - Venue rental amounting to Two Million Pesos (Php2,000,000) to be paid to the International School of Sustainable Tourism (ISST) in Cavite to be shouldered by the winning bidder; - Any additional charges relative to administrative expenses such water, electricity, security, janitorial fees, and other maintenance fees to be shouldered by the winning bidder; and - Provision of a generator as back-up for power interruption
Booth Installation	<ul style="list-style-type: none"> - To implement the attached design provided by the organizer, and implement the hauling, installation, maintenance, and dismantling of the booths/pavilions and stage for the conduct of the IETM 2023 <p><i>* The event aims to attract 159 booths/pavilions for the exhibit, including tribal villages, market place sellers, travel mart exhibitors, sponsors, government services, and members of the Asian Ecotourism Network (AEN), and other elements such as the Singkaban arches, stage and the 4 bamboo huts in the al fresco area</i></p>
Administrative	<ul style="list-style-type: none"> - To assign personnel as specified under the qualifications of the bidder - Prepare and implement the Gantt Chart as per project schedule, subject to the approval of TPB and the organizer

A. Installation, Maintenance, and Dismantling of the Exhibit Area:

1. Specific Stand Requirements:

Type	Outdoor/ Indoor	Size / Scheme	No. of Booths
Travel Mart	Outdoor	BOQ 2m X 2m TRAVEL MART BOOTHS 1. Sixty-six (66) Units 2x2 Booth <ul style="list-style-type: none"> - 2m x 2m Octanorm Booth system (with board for exhibitor's name) - 3.0Ht Bamboo Façade in 3" dia bamboo 	66

		<ul style="list-style-type: none"> - 2m X 2m 5cm Ht. Wooden Platform in carpet finish w/ skirting - Taffeta Top Canopy - Electricals - 1 Table - 2 Chairs <p>2. Transportation & Hauling 3. Installation and Dismantling (Design: see page 9 on Annex B)</p>	
Market Place Seller	Outdoor	<p>BOQ 2m X 2m Market Place Booths</p> <ol style="list-style-type: none"> 1. Twenty-seven (27) Units 2x2 Booth <ul style="list-style-type: none"> - 2m x 2m Octanorm Booth system - 3.0Ht Bamboo Façade in 3" dia bamboo - 2m X 2m 5cm Ht. Wooden Platform in carpet finish w/ skirting - Taffeta Top Canopy - Electricals - 1 Table - 2 Chairs 2. Transportation & Hauling 3. Installation and Dismantling <p>(Design: see page 13 on Annex B)</p>	27
Market Place Demo	Outdoor	<p>BOQ 5m X 5m Market Place Covered Demo Stages</p> <ol style="list-style-type: none"> 1. Five (5) Units 5x5 Booth <ul style="list-style-type: none"> - 5m x 5m Elevated Tent (no bamboo, no wall) - 2m X 2m with 1m Ht. Wooden Platform white paint finish - Tent Canopy - Electricals 2. Transportation & Hauling 3. Installation and Dismantling <p>(Design: see page 14 on Annex B)</p>	5
AEN Hall	Indoor	<p>BOQ 1.5m X 1.5m AEN members' booth</p> <ol style="list-style-type: none"> 1. Twenty-four (24) Units 1.5x1.5 Booth <ul style="list-style-type: none"> - 1.5m x 1.5m Octanorm Booth system (with mid-rise walls, no bamboo) - Carpet flooring (indoor venue) - Electricals - 1 Table - 2 Chairs 2. Transportation & Hauling 3. Installation and Dismantling <p>(design – see page 23; layout – see page 22)</p>	24
Government Services at IIRR Hall	Indoor	<p>Double dry wall division with signage board on bamboo-inspired easel stand or similar, and lighting (6 walls needed to produce 8 spaces)</p>	8

DOT Pavilions (Luzvimin)	Outdoor	<p>BOQ 6m x 6m Luz Vi Min Pavilion</p> <ol style="list-style-type: none"> Three (3) Units – 6m x 6m Luz Vi Min Pavilion (Luzon, Visayas, Mindanao Island) <ul style="list-style-type: none"> - 5m Ht Bamboo Structure 6" dia bamboo - Bamboo Roof Design 4" dia bamboo - 6m x 6m x 10cm Ht. Wooden Platform in carpet finish w/ skirting - Landscaping with pond design - 2 Bridge Connecting Platform - Electricals - 1 Table - 2 Chairs - Counter with signage - Storage with lock per pavilion Transportation & Hauling Installation and Dismantling (Design: see page 11 on Annex B) 	3
Host Pavilion	Outdoor	<p>BOQ 5m x 5m Cavite Pavilion</p> <ol style="list-style-type: none"> Three (3) Units – 5mx5m Booth <ul style="list-style-type: none"> - 5m x 5m Tent Structure (Pancipane) - 3.5mHt. Bamboo Façade 5" dia bamboo - Bamboo Roof Design 4" dia bamboo - 5m x 5m x 10cm Ht. Wooden Platform in carpet finish w/ skirting - Electricals - 1 Table - 2 Chairs Transportation & Hauling Installation and Dismantling (Design: see page 12 on Annex B) 	3
Airline Pavilions	Outdoor	<p>BOQ 4m x 4m AIRLINES Pavilion</p> <ol style="list-style-type: none"> Ten (10) Units – 4m x 4m Booth <ul style="list-style-type: none"> - 4m x 4m Tent Structure (Pancipane) - 3.5mHt. Bamboo Façade 5" dia bamboo - Bamboo Roof Design 4" dia bamboo - 4m x 4m x 10cm Ht. Wooden Platform in carpet finish w/ skirting - Electricals - 1 Table - 2 Chairs Transportation & Hauling Installation and Dismantling (Design: see page 14 on Annex B) 	10
PAL Pavilion	Outdoor	<p>BOQ 5m x 5m PAL Pavilion</p> <ol style="list-style-type: none"> Two (2) Units – 5m x 5m Booth <ul style="list-style-type: none"> - 5m x 5m Tent Structure (Pancipane) - 3.5mHt. Bamboo Façade 5" dia bamboo - Bamboo Roof Design 4" dia bamboo 	2

		<ul style="list-style-type: none"> - 5m x 5m x 10cm Ht. Wooden Platform in carpet finish w/ skirting - Electricals - 1 Table - 2 Chairs <p>2. Transportation & Hauling 3. Installation and Dismantling (Design: see page 14 on Annex B)</p>	
Tribal Pavilions	Outdoor	<p>BOQ 5m x 5m Tribal Groups Booth</p> <p>1. Six (6) Units – 5m x 5m Booth (Tribal Group)</p> <ul style="list-style-type: none"> - 5m x 5m Tent Structure (Pancipane) - 3.5mHt. Bamboo Façade 5” dia bamboo - Bamboo Roof Design 4” dia bamboo - 5m x 5m x 10cm Ht. Wooden Platform in carpet finish w/ skirting - Electricals - 1 Table - 2 Chairs <p>2. Transportation & Hauling 3. Installation and Dismantling (Design: see page 16 on Annex B)</p>	6
Sponsors Row	Outdoor	Raw space, with Singkaban (design: see page 17)	12
		TOTAL (*Excluding Raw Space)	154*

Other Elements

Type	Outdoor/ Indoor	Size / Scheme	No. of Booths
Main stage	Outdoor	6m x 4m / Stage construction with large LED screen, lights and sounds	1
Stage décor at Sycip Hall	Indoor	Décor, lights and sounds for existing stage (layout: see page 18)	1
Huts for the AI Fresco/Open Area	Outdoor	Bamboo huts resting/demo area with 4-seater meeting table (design: see page 32-33)	4
Singkaban from Bulacan	Outdoor	<p>Main Welcome – 1 (design: see page 3)</p> <p>Ecotourism Arch – 1 (design: see page 4)</p> <p>Travel Mart Entrance and Exit – 2 (design: see page 5)</p> <p>Middle Arch and 12 sponsors’ poles with back-to-back design (design: see page 17)</p> <p>Hauling</p>	1 lot
Registration	Outdoor	Registration counter with roof, chairs, lighting and outlet/s, pair of singkaban poles, and exhibitor directory and stand layout (at least 3ft by 4ft)	1 lot
PA system			1 lot

2. Other Inclusions:
 - a. All exhibition venue fees (ample supply of electricity and permits), coordination and arrangement for the exhibit area set-up and other technical requirements of the event
 - b. Daily stand maintenance and cleaning for the duration of the event;
 - c. Sufficient power outlets and lighting, to include one for the performance/open area;
 - d. Provision of a generator as back-up for power interruption
 - e. Drinking water dispenser with refill for the duration of the event;
 - f. Other accessories / paraphernalia needed to achieve the desired theme;
 - g. To provide internet connection package with load during the event (100 mbps for at least 100 users for the NCST Hall and IIRR Hall/Government Services);
 - h. Printing and installation of event promotional banners in the designated area within the municipality where the event is going to be held.
 - One (1) unit 6 ft. height x 14 ft. width (indicative size for the main billboard)
 - Fifty (50 units) Lamp Post – 3 ft. x 9 ft. (vertical) with wooden frame
 - TPB/organizer to provide the design
 - i. Maintenance and supervision (e.g. cleanliness, arrangement/retainment of fixtures/set-up) of the exhibit area/pavilion during the specific period;
 - j. Administrative expenses such water, electricity, security, janitorial fees, and other maintenance fees to be shouldered by the winning bidder;
 - k. To provide of electric/industrial fans for the stage areas;
 - l. Repair or replace defective materials not conforming to the specifications, without cost to TPB.
 - m. Dismantling, inclusive of storage/disposal of the exhibit areas/parts and egress on the dates designated by TPB;
 - n. All assigned personnel must be fully vaccinated with at least 1 booster shot and shall follow the health protocol provided by IATF and respective LGUs rules and regulations; all assigned personnel who are not vaccinated must have a negative RT PCR Test Result 48 hours before ingress c/o winning bidder.
 - o. Bidder should submit the breakdown of the proposed set-up and cost detailing materials used (rental and/or outright purchase).

IV. QUALIFICATION OF THE BIDDER

1. Must be Filipino owned, operated and a legally registered Philippine Congress Organizer/ event/project management company/full-service booth contractor under Philippine laws and must have been continuously active in the industry for at least five (5) years from the time of submission of the bid documents;
2. Must have implemented or participated as booth contractor or event organizer in at least five (5) national trade and consumer shows;

V. QUALIFICATION OF KEY PERSONNEL

1. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:
 - a. One (1) Project Manager
 - b. Two (2) Graphic Artists
 - c. One (1) Head Electrician

- d. One (1) Head Carpenter
- e. Two (2) Administrative Officers

**Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

VI. APPROVED BUDGET FOR THE CONTRACT:

The approved budget for the Contract is **Seven Million Pesos (Php7,000,000.00)** inclusive of all applicable tax and other fees.

Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES
4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

VII. TERMS OF PAYMENT

Payment will be on send-bill arrangement. 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.

PARTICULARS	TERMS OF PAYMENT
<ul style="list-style-type: none"> • Submission and approval of Gantt Chart and execution plans • Down payment for the venue rental, at least 10% 	15% of the total contract price
<ul style="list-style-type: none"> • Full payment to the venue 	25% of the total contract price
<ul style="list-style-type: none"> • Full completion of deliverables for event with corresponding accomplishment reports 	50 % of the total contract price
<ul style="list-style-type: none"> • Submission of Terminal Report and Certification of Project Completion 	10 % of the total contract price
TOTAL	100%

VIII. CONTRACT DURATION

The contract shall commence upon receipt of the Notice to Proceed which should not be later than 7 days upon its issuance until completion of deliverables

IX. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS/MILESTONE:

REQUIREMENTS	DURATION
Submission and approval of Gantt Chart, layout and plans	Within 7 calendar days from receipt of the NTP
Completion of technical requirements of the venue	Within 7 calendar days before the event as per approved Gantt chart
Terminal Report for the duration of the event	Within 7 calendar days after the event subject to mutual agreement with TPB and winning bidder

X. PROJECT OFFICERS' CONTACT INFORMATION

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