

## **TECHNICAL SPECIFICATIONS**

### **SERVICE PROVIDER FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2023 BUYERS AND SELLERS DELEGATE KITS**

#### **I. BACKGROUND**

Philippine Travel Exchange (PHITEX) is the biggest government-organized travel trade event in the country.

Established in 1996, the event hosts qualified buyers from all over the world to participate in tabletop business appointments with Philippine sellers and experience the Philippine tourism destinations through pre/post tours with an end goal of increasing tourist arrivals in the country.

PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

#### **II. OBJECTIVES**

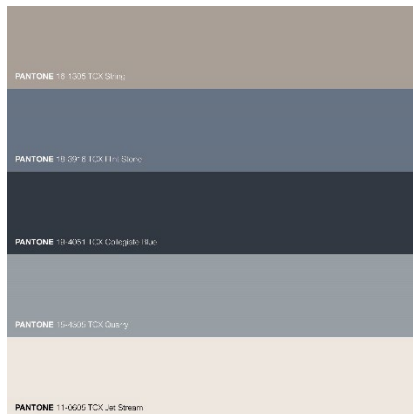
- Invite a maximum of 100 international buyers (additional 75 international buyers from emerging markets c/o DOT OPMD) and 100 Philippine seller companies to participate in the event.
- Provide a venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers with the possibility of securing booking on-site or at least business leads;
- Communicate to the global market that tourism in the Philippines is safe and is flourishing with its new product offerings; and
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

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

##### **A. LAPTOP BAG**

- Quantity: 300 pieces
- Size: 15.6 inches: 40.5\*30\*10cm (Suitable for laptops within 39cm in length)
- Materials: polyester + local weave/textile (neutral color for the weave)

## Neutral Color Palette:



- Philippine Weave: Zipper Strap and Back strap
- Opening method: zipper
- Logo: Engraved
- Structure: zipper pocket, mobile phone pocket, certificate pocket, laptop pocket
- Breathable, waterproof, wear-resistant, shock-resistant
- Style: business casual

## Sample Photos:



## B. APPOINTMENT NOTEBOOKS

### a. Notebook Sleeve

- Made of Bambi material with T'nalak combination
- Size of Sleeve:
  - Spread: 13.5" x 8.25"
  - Folded: 6.75" x 8.25"
- Size of T'nalak
  - Wide: 1.5" 2.

- Quantity: 150 pcs
- Color: Brown/Tan

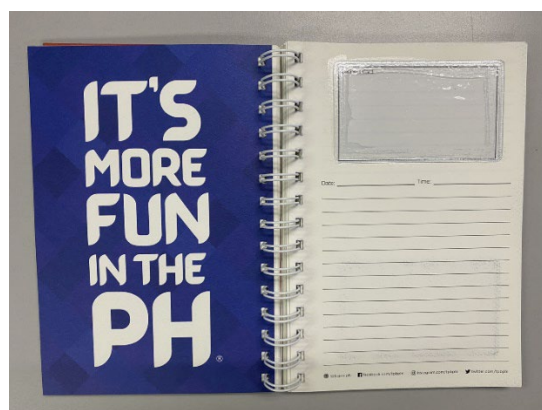
Sample Photos:



#### b. Notebook with Card Holder

- Size:
  - Cover folded: 13.50 cm (w) x 19.50 cm (h)
  - inside: 13.50 cm (w) x 19.50 cm (h)
  - Card plastic holder: 9.00 cm x 6.30 cm
- Color Requirement:
  - Cover: Hard thick acetate clear or any similar alternative (for approval of TPB), no printing (front & back cover)
  - Inside: 40 leaves, 1 color both sides
  - Breaker: 5 leaves – divider, full color both sides
- Material Preference:
  - Cover: Hard tick acetate or any similar alternative (for approval of TPB), no printing (front & back cover)
  - Inside pages: Rives Tradition ultra-white 100 gsm
  - Breaker: Rives Tradition ultra-white 170 gsm
  - Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate)
- Printing: Offset printing

Sample Photo:



#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

Target Delivery Date: On or before 05 September 2023

Place of Delivery: TPB Office

Date of Implementation: 19-26 September 2023

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS**

Prospective bidders to submit a sample material of the above-mentioned requirements together with the bid proposal

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

The Approved Budget for the Contract (ABC) is **SIX HUNDRED THOUSAND PESOS ONLY (PHP 600,000.00)** inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

#### **VII. TERMS OF PAYMENT**

**Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.**

**MARIVIC M. SEVILLA**

Project Manager

Philippine Travel Exchange (PHITEX) 2023

4F Legaspi Towers 300, Roxas Blvd., Manila 1004

The supplier must 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.

#### **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 OFFICERS CONTACT INFORMATION**

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