

## TECHNICAL SPECIFICATIONS

### SERVICES OF AN EVENT MANAGEMENT COMPANY (EMC) FOR THE IMPLEMENTATION OF THE 15<sup>TH</sup> AND 16<sup>TH</sup> REGIONAL TRAVEL FAIR (RTF)

#### I. BACKGROUND

In 2025, the implementation of the 15<sup>th</sup> and 16<sup>th</sup> Regional Travel Fairs will feature Region II and Region IVB.

The RTF will feature a two-day Business-to-Consumer (B2C) online /onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

This will also highlight the one-day on-site Business-to-Business (B2B) session, a platform for the Sellers and Buyers to renew and expand their business network and have opportunities to innovate and develop travel-related business operations aligned with the government's health and safety guidelines and protocols.

A pre/post tour for the buyers/sellers/exhibitors will be part of the program for them to be updated on the new destination circuits offered by the regions.

Furthermore, RTF will highlight and feature the local artisans particularly the Philippine Weaves, aimed at promoting their local products and the community-based tourism enterprises in the regions.

The upcoming 15<sup>th</sup> and 16<sup>th</sup> Regional Travel Fair (RTF) will be held in Region II and IVB, showcasing the Cagayan Valley Provinces and MIMAROPA on August 14-18, 2025, and November 7-10, 2025, respectively.

#### II. OBJECTIVES:

1. Generate domestic travel and spur the local economy.
2. Promote the Philippines as a safe, uniquely diverse, and fun destination.
3. To improve the products and income of or operated tourism enterprises.
4. To improve the representation of women and men as stakeholders in tourism development.
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.
6. To build up a destination image of emerging and potential destinations from different parts of the country.
7. Promote new products and change potential visitor's image of the destination.
8. Provide facts about the tourism products of each region in the Philippines.

**COMPONENTS OF REGIONAL TRAVEL FAIR PER RUN**

**A. Travel Exchange (TRAVEX)/(B2B) ON-SITE**

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

**B. Business-to-Consumer (B2C)**

It is a 2-day selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

**C. Pre/Post Tour Activities of the RTF Sellers and Buyers**

These are activities to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

**Proposed Venue and Schedule of Activities: \* subject to change**

COMPONENTS	TARGET NUMBERS OF PARTICIPANTS PER RUN OF RTF
Onsite Business to Business Session (B2B) Whole day	60 Seller/Exhibitor Companies / 50 Buyers Companies
Business to Consumer Session (B2C) Two-day	60 Seller/ Exhibitor Companies
Buyers Pre/Post-Tour Activities	60 Buyer Companies

### III. SCOPE OF WORK/DELIVERABLES FOR RTF LOT 1 AND 2

<b>I. DESIGN OF THE EXHIBITION SPACE, BOOTHS INSTALLATION, MAINTENANCE, DISMANTLING, AND PROVISION OF TECHNICAL REQUIREMENTS FOR EACH RUN OF RTF</b>
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REQUIREMENT	Business-to-Consumer (B2C) / Exhibit	LOT 1: 15TH REGIONAL TRAVEL FAIR IN TUGUEGARA O CITY, CAGAYAN	LOT 2: 16TH REGIONAL TRAVEL FAIR IN PUERTO PRINCESA CITY, PALAWAN
Lease of Venue for the Business-to-Consumer (B2C)	<ul style="list-style-type: none"> <li>- Inclusive of all administrative expenses such as water, electricity, security, janitors, and other maintenance fees to be shouldered by the winning bidder.</li> <li>- Venue/Space Rental during the travel fair</li> </ul>	√	√
Other Requirements	<ul style="list-style-type: none"> <li>- concept design of exhibit area and booth/counters</li> <li>- installation, maintenance and dismantling of the counters/booth set-up for the conduct of the Regional Travel Fair</li> <li>- Entertainers, technical, production design, giveaways, and other logistical arrangements of the event</li> </ul>	√	√

PARTICULARS		
<b>A. General Deliverables</b> <ol style="list-style-type: none"> <li>1. Proposed concept design and layout of the exhibit space, booths / counter arrangements subject to the approval of TPB;</li> <li>2. Gantt chart to project the timing of activities to be submitted 5 days after the issuance of NTP; and</li> <li>3. Supply, delivery and installation of all the required materials, amenities and other additional supplies and necessities for the set up and installation of the booths.</li> </ol>	√	√

<b>B. Installation, Maintenance, and Dismantling of the RTF Exhibit Area:</b> <ol style="list-style-type: none"> <li>1. General Stand Theme: Tourism Branding Campaign or the proposed campaign banner of TPB Theme is the reference for the design of the exhibit area.</li> </ol>	√	√
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<ol style="list-style-type: none"> <li>2. Exhibit space shall contain sustainable materials for the stand / exhibit area (e.g. wood, bamboo, textiles, and the like);</li> <li>3. Outdoor set-up, installation, supervision and maintenance of exhibit paraphernalia (e.g. furniture, fixtures, tents to cover the booth set-up, props and the like).</li> <li>4. Daily stand maintenance and cleaning for the duration of the event.</li> <li>5. Coordination and arrangement for the exhibit area set-up and other technical requirements of the event.</li> <li>6. Specific Stand Requirements: <ol style="list-style-type: none"> <li>a. Provide an area at the exhibit location for the activations, shows and other presentations.</li> <li>b. Printing of appropriate backdrop visuals / overhead ceiling banners / interior décor made of sustainable materials or as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a tropical and sustainable destination.</li> <li>c. Carpeted flooring to cover the electrical wiring and connections.</li> <li>d. Install counters at the exhibit area. Below is the list of Sellers/Exhibitors.</li> </ol> </li> </ol>		
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<b>Item d. Install counters at the exhibit area per Run (Lot 1 and 2)</b>				
<b>Name of Agency Particulars</b>		<b>DOT Regional Offices/Attached Agencies/TPB Members</b>	<b>Tourism Stakeholders</b>	<b>No. of 2 x 3 Shell Scheme or counters with 1 table and 2 chairs</b> Note: whichever is applicable to the size of event place for the B2C
<b>DOT ATTACHED AGENCIES</b>	Duty Free Philippines	1	N/A	1
	TIEZA	1	N/A	1
	Philippine Retirement Authority	1	N/A	1
	Intramuros Administration	1	N/A	1

<b>LUZON CLUSTER</b>				
NCR	National Capital Region	1	1	2
CAR	Cordillera Administrative Region	1	1	2
Region 1	Ilocos Region	1	1	2
Region II	Cagayan Valley Region	1	1	2
Region III	Central Luzon	1	1	2
Region IV-A	CALABARZON (Cavite, Laguna, Batangas, Rizal and Quezon)	1	1	2

Region IV-B	MIMAROPA (Mindoro, Marinduque, Romblon, Palawan)	1	1	2
Region V	Bicol Region	1	1	2
<b>VISAYAS CLUSTER</b>				
Region VI	Western Visayas	1	1	2
Region VII	Central Visayas	1	1	2
Region VIII	Eastern Visayas	1	1	2

<b>MINDANAO CLUSTER</b>				
Region IX	Zamboanga Peninsula	1	1	2
Region X	Northern Mindanao	1	1	2
Region XI	Davao Region	1	1	2
Region XII	SOCCKSARGEN	1	1	2
Region XIII	CARAGA	1	1	2
BARMM	Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)	1	1	2
TPB Members hotels and Resorts	Luzon, Visayas and Mindanao	20		20
Host Regions Sellers		16		16
<b>Total: Sellers/Exhibitors</b>		<b>57</b>	<b>17</b>	<b>74</b>

<b>Airlines and Artisans</b>		
Philippine Airlines	Philippine Airlines with logo	1
Cebu Pacific	Cebu Pacific Logo	1
2 Go	2Go Logo	1
Stand animator	2 Artisans from the Region	2
<b>Total</b>		<b>5</b>

<b>Others</b>		
TPB Information counter	TPB logo	2 meters x 1 meter Counter with 3 chairs
Center	Stand animators/artisans (weavers)	At least 6 x 3 sqm Elevated flat form at least 1 foot to 2 feet
Gender and Development (GAD) Corner	To promote gender equality and empowerment to the consumer	At least 3 x 3 sqm

Display Area	Display area for the products of the Philippine Weavers inclusive of lockable cabinets for safe keeping for the duration of the event	At least 3 x 3 sqm Elevated platform at least 1 foot to 2 feet
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<b>Continuation of Item B. Booth Requirements</b>	<b>LOT 1: 15TH REGIONAL TRAVEL FAIR IN TUGUEGAR AO CITY, CAGAYAN</b>	<b>LOT 2: 16TH REGIONAL TRAVEL FAIR IN PUERTO PRINCESA CITY, PALAWAN</b>
<p>e. The counters and booths should have the following: at least 2 chairs, a power outlet, appropriate lights, lockable cabinets, brochure racks, appropriate visuals, and accessories.</p> <p>f. To provide 30-50 chairs for the consumers for the live presentations.</p> <p>g. To provide an exhibitor directory and stand layout (at least 3ft by 4ft).</p> <p>h. Destination power branding as an interactive feature of the exhibit area, as approved by TPB;</p> <p>i. Provision of furniture should fit the Tourism Country Brand and conform to the recommended layout by bidding company to include counters, tables, chairs, etc., as approved by TPB;</p> <p>j. All exhibition venue connections and fees (ample supply of electricity, suspensions and permits) ;</p> <p>k. Sufficient power outlets and lighting, to include one for the performance/open area;</p> <p>l. Other accessories / paraphernalia needed to achieve the desired theme.</p> <p>m. Printing and installation of event promotional banners in the designated area in the mall</p> <ul style="list-style-type: none"> <li>● One (1) unit 6 ft. height x 14 ft. width</li> <li>● 30 to 50 units Lamp Post – 3 ft. x 9 ft. (vertical) with wooden frame</li> <li>● TPB will provide the design</li> <li>● Material should be sustainable or can be upcycled</li> </ul> <p>n. Maintenance and supervision (e.g. cleanliness, arrangement of fixtures/set-up) of the exhibit area/pavilion during the specific period.</p> <p>o. Provide electric/industrial fans for the activity area if applicable</p>	v	v

<p>7. Repair or replacement of defective materials not conforming to the specifications, without cost to TPB.</p> <p>8. Dismantling, inclusive of storage/disposal of the exhibit areas/parts and egress on the dates designated by TPB;</p> <p>9. Provide storage room with proper locks for the brochures and other materials of TPB/DOT, at least 6 x 3 sqm.</p> <p>10. Participant's/Visitor's Lounge or corner inclusive of the following (good for 200 pax per day):</p> <ol style="list-style-type: none"> <li>Provision of water dispenser with drinking water (hot or cold) with refill throughout the 2-day event.</li> <li>Coffee or tea with paper cups and stirrers</li> <li>Biscuits, cupcakes, or native delicacies from the region</li> <li>Mini paper plates, disposable fork, and spoon</li> <li>1 to 2 personnel manning the lounge</li> <li>Provide stubs for the participants</li> </ol>	√	√
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**II. TO PROVIDE THE ENTERTAINMENT, LOGISTICS, PHOTO/VIDEO DOCUMENTATION, GIVEAWAYS, AND OTHER REQUIREMENTS**

PARTICULARS	LOT 1: 15TH REGIONAL TRAVEL FAIR IN TUGUEGARAO CITY, CAGAYAN	LOT 2: 16TH REGIONAL TRAVEL FAIR IN PUERTO PRINCESA CITY, PALAWAN
<p><b>A. BUSINESS TO BUSINESS (B2B) SESSION: (Day 1)</b> <b>“Face to Face” 70-75 Sellers per RTF Run</b></p> <ol style="list-style-type: none"> <li>Provide at least 70-75 pcs. A4 Acrylic stand.</li> <li>Emcee or Voice Over to facilitate and manage the program of B2B.</li> <li>Enhancement and arrangements of tables and chairs during the B2B.</li> <li>Entertainment for the Opening of B2B Session:</li> <li>National Anthem and Prayer</li> <li>Opening production number</li> <li>Tokens for the twenty (20) Provincial Presenters, Governor and Mayors in the amount of PhP1,500.00 each. (To be approved by TPB)</li> <li>Dress-up the registration counter</li> </ol>	√	√

<p><b>B. Welcome Dinner per RTF Run (Venue to be advised)</b></p> <p>1. Implement, provide, and manage the Welcome Dinner activities and set-up of the following:</p> <ul style="list-style-type: none"> <li>a. 1 Emcee</li> <li>b. 300 pcs. Tokens with packaging for the guests and participants cost: PhP500.00 per item</li> <li>c. Stage backdrop</li> <li>d. Banquet decorations in accordance with the theme of the event. (table centerpiece, table runners and other paraphernalia that may be deemed necessary)</li> <li>e. Entertainment: <ul style="list-style-type: none"> <li>● Welcome Dancers/Ushers/Usherettes with appropriate costume.</li> </ul> </li> <li>f. Entertainment including the production number with local talents of the region during the dinner</li> <li>g. Photo booth display at the entrance of the venue</li> <li>h. Lights and Sound system</li> <li>i. Digital voting of <i>Star of the Night (1 man and 1 woman)</i>. <ul style="list-style-type: none"> <li>● First Prize – PhP5,000.00</li> <li>● Second Prize – PhP3,000.00</li> <li>● Third Prize - PhP2,000.00</li> </ul> </li> <li>j. Talent fees or honoraria and cost of logistical requirements of the activity.</li> <li>k. LED Wall and complete Sound System that are applicable to the venue</li> <li>l. Dressing-up of the venue according to the theme</li> </ul>	√	√
<p><b>C. DAY 2 &amp; 3 : BUSINESS-TO-CONSUMER (B2C)</b></p> <p>Implement, provide, and manage the event plan /program for the 2-day B2C activities:</p> <p>1. <b>Provide a maximum of six (6) individuals/group of entertainers during the B2C inclusive of local talent fees, meals, or honoraria. Preferably Talents from the Region.</b></p> <ul style="list-style-type: none"> <li>a. <b>Day 1 of B2C</b> <ul style="list-style-type: none"> <li>● 10:00H Opening and production number of B2C with live music, song, and dance (local entertainers from the regions)</li> <li>● Provide two (2) intermission numbers (local entertainers from the region) inclusive of honoraria or meals for the local talents.</li> </ul> </li> </ul> <p style="text-align: center;">- 15:00H</p>	√	√

<p style="text-align: center;">- 17:00H</p> <p><b>b. Day 2 of B2C</b></p> <ul style="list-style-type: none"> <li>● Provide two (2) intermission numbers (local entertainers from the region) inclusive of honoraria or meals for the local talents <ul style="list-style-type: none"> <li>a. 10:00H</li> <li>b. 18:00H</li> </ul> </li> <li>● 15:00H Production Number for the closing and turnover ceremony inclusive of entertainment by the local talents</li> <li>● Provide and present a three (3) minute edited compilation of videos (event highlights) for the 3-day activities of RTF to be shown during the Closing Ceremony.</li> </ul> <p>2. Provide an Emcee for the 2-day activities.</p> <p>3. Manage the live presentation of RTF Sellers.</p> <p>4. Provide prizes and plaques for the best presenter:</p> <ul style="list-style-type: none"> <li>● 1<sup>st</sup> prize - PhP5,000.00</li> <li>● 2<sup>nd</sup> prize - PhP3,000.00</li> <li>● 3<sup>rd</sup> Prize - PhP2,000.00</li> <li>● 20 Consolation prizes amounting to PhP1,000 for each participant.</li> </ul>																		
<p><b>D. T-shirts for the participants and TPB/DOT Secretariat</b></p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>1. 100% cotton</li> <li>2. 3D embossed Silk screen printing</li> <li>3. Number of pieces: three hundred (300) pcs.</li> <li>4. Round Neck-Taped Neck and Shoulder</li> <li>5. Short Sleeves</li> <li>6. Provide a sample for approval of TPB 2 weeks after receipt of NTP.</li> </ol> <table border="1" data-bbox="264 1480 759 1832"> <thead> <tr> <th>Sizes</th> <th>Region II</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>30</td> </tr> <tr> <td>Medium</td> <td>80</td> </tr> <tr> <td>Large</td> <td>70</td> </tr> <tr> <td>XL</td> <td>80</td> </tr> <tr> <td>XXL</td> <td>20</td> </tr> <tr> <td>XXXL</td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td><b>300</b></td> </tr> </tbody> </table>	Sizes	Region II	Small	30	Medium	80	Large	70	XL	80	XXL	20	XXXL	20	<b>Total</b>	<b>300</b>	√	√
Sizes	Region II																	
Small	30																	
Medium	80																	
Large	70																	
XL	80																	
XXL	20																	
XXXL	20																	
<b>Total</b>	<b>300</b>																	

<p><b>Sample design of T-shirt for REGION II</b></p> 	√	
<p><b>Sample Design for Region IVB</b></p> 	√	

<p><b>E. Tote Bag :</b>  Specification:  1. Lightweight Eco-Friendly Grocery Sturdy Sublimation Reusable Foldable Polyester  2. Size : 40 Length x 30 Height x 14 Depth cm  3. sublimation printing  4. Number of pcs. : 500  5. Provide sample for approval of TPB 2 weeks after receipt of NTP.</p>	√	√
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<p style="text-align: center;"><b>Sample Tote bag for Region II</b></p> 	√	
<p style="text-align: center;"><b>Sample Design for Region IVB</b></p> 	√	
<p><b>F. A 2-DAY “TRAVEL BINGO” during the B2C</b>  <b>Game Requirements</b></p> <ul style="list-style-type: none"> <li>a. Provision for design and fabrication of Bingo Ball tamblo</li> <li>b. 75 Numbered Bingo balls</li> <li>c. Provision for Bingo Board</li> </ul>	√	√

<ol style="list-style-type: none"> <li>1. Bingo Master costume (Filipiniana or Filipino-themed)</li> <li>2. The game itself should be displayed in a recognizable form such that the player can follow the play and interact appropriately.</li> <li>3. Operators must take all reasonable steps to ensure that the guidelines for dealing with policies of drawing numbers/letters, and matching are done systematically. Update as necessary existing Travel Bingo mechanics of TPB DPD.</li> <li>4. The distribution of information must be transmitted simultaneously to all player devices designed to receive notifications within the game.</li> <li>5. To encourage engagement regarding the various sites and attractions in a more fun and informative way. Trivia about the Philippines during the games</li> <li>6. Provide the prizes for the Travel Bingo in the amount of One Hundred Thousand Pesos (PhP100,000.00) for 2 days.</li> <li>7. The supplier will be in charge of any permit that may be deemed necessary.</li> </ol>		
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<p><b>G. FEATURED LOCAL ARTISANS DURING THE BUSINESS-TO-CONSUMER SESSION (B2C)</b></p> <ol style="list-style-type: none"> <li>1. Provide space/booth for the artisans</li> <li>2. Provide display racks and shelves</li> <li>3. Printing brief description/history of their crafts</li> <li>4. Local artisans are subject to the approval of DOT Region and TPB</li> </ol>	√	√
<p><b>H. TECHNICAL/LOGISTICAL/ OTHER REQUIREMENTS FOR THE EVENT</b></p> <ol style="list-style-type: none"> <li>1. Live Feed and TPB FB live stream or other social media account, if necessary.</li> <li>2. For photos and videos <ol style="list-style-type: none"> <li>a. Minimum of 1 Videographer and 1 Photographer</li> <li>b. 1 Professional Camera Set-up</li> <li>c. Shall cover the arrival registration, B2B, Welcome Dinner, and 2-day B2C</li> <li>d. All edited and raw photos and videos shall be stored in an external drive to be given to TPB and shall be considered as exclusive property of TPB.</li> </ol> </li> <li>3. Monitor Set-up-with Video Switcher</li> <li>4. Technical Director</li> <li>5. Communication System (Camera Operator to Technical Director)</li> </ol>	√	√

<p>6. LED wall size of 9 x 12 ft. for three (3) days</p> <p>7. Sound system and lights during the event</p> <p>8. Stage set-up and backdrops for RTF</p> <p>9. Provide colored printers during the event</p> <p>10. Printing and provision of 200 ID badges with leis</p> <p>11. Printing of RTF Certificate of Participation. TPB will provide the template file.</p> <p>Materials: 200 pcs. A4 size Parchment paper 200 pcs. Plastic Envelopes with RTF Logo Printing</p> <p>12. Assist the TPB Secretariat in any necessary printing requirements for the event.</p> <p>13. Same-day Edited Video (SDE) 3-day activities to be shown during the Closing Ceremony</p> <p>14. Four (4) units' suitcases with the RTF Logo to be used during the turnover ceremony for the next region (design to be approved by TPB)</p> <p>Specification:</p> <ol style="list-style-type: none"> <li>Waterproof luggage</li> <li>Three (3) units of luggage size: 23 – 24 inches</li> <li>One (1) unit of luggage size: Extra Large Checked Bag 32 x 20 x 14 for the RTF Secretariat</li> <li>Protective cover for each Luggage</li> </ol> <p>15. Provision of onsite related expenses in the amount of Fifteen Thousand Pesos Only (PhP15,000.00) that may be incurred during the arrangements.</p>		
<p><b>I. Insurance Travel Insurance of Personnel Assign/Involve by the EMC</b></p> <p>Individual comprehensive travel insurance including medical emergency coverage in the amount of PhP500,000.00.</p>	√	√

<p><b>J. Personnel of EMC</b></p> <p>1. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs per run <b>to be submitted together with the technical bid envelope.</b></p> <table border="1" data-bbox="245 1715 1048 2054"> <thead> <tr> <th>Key Personnel</th> <th>Minimum No. Experience</th> <th>Educational Background</th> </tr> </thead> <tbody> <tr> <td>Project Manager/Team Leader</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> <tr> <td>Assistant Project Manager</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> <tr> <td>Technical Director</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> </tbody> </table>	Key Personnel	Minimum No. Experience	Educational Background	Project Manager/Team Leader	At least 3 years	College Graduate	Assistant Project Manager	At least 3 years	College Graduate	Technical Director	At least 3 years	College Graduate	√	√
Key Personnel	Minimum No. Experience	Educational Background												
Project Manager/Team Leader	At least 3 years	College Graduate												
Assistant Project Manager	At least 3 years	College Graduate												
Technical Director	At least 3 years	College Graduate												

Creative Director/Writer	At least 3 years	College Graduate		
<p><b>2. Other Logistic/Support Personnel</b></p> <ul style="list-style-type: none"> <li>a. Two (2) Technical Support Personnel</li> <li>b. Two (2) Graphic Artists</li> <li>c. Additional Personnel</li> <li>d. Electrician/s</li> <li>e. Carpenters/</li> </ul> <p><b>3. Other requirements:</b></p> <ul style="list-style-type: none"> <li>a. Inclusive of cost of logistics, accommodation, travel and meal expenses of the Event Management personnel assigned.</li> <li>b. There will be a dedicated team to handle the pre, during and post arrangements for easy coordination of the event.</li> <li>c. There will be assigned personnel for the site validation for the arrangements of the event.</li> <li>d. Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</li> </ul>				
<b>K. The winning bidder shall conduct site validation to arrangements of the event.</b>			√	√
<p><b>L. Must submit a proposal and design together with the technical bid envelope.</b></p> <ul style="list-style-type: none"> <li>a. Stage set up for the B2B, Welcome Dinner and B2C</li> <li>b. Proposed Booth Lay-out and design</li> <li>c. Welcome Dinner Table Set-up</li> </ul>			√	√

**III. PROJECT IMPLEMENTATION SCHEDULE (Indicative dates)**

<p><b>LOT 1: 15TH REGIONAL TRAVEL FAIR IN TUGUEGARAO CITY, CAGAYAN</b></p> <p>August 14-18, 2025</p>	√	
<p><b>LOT 2: 16TH REGIONAL TRAVEL FAIR IN PUERTO PRINCESA CITY, PALAWAN</b></p> <p>November 13-16, 2025</p>		√

\*\*\*Note: Dates are subject to change based on the site validation with the respective Regions

**IV. ELIGIBILITY RREQUIREMENTS**

<p>A. Must have previously completed a minimum of three (3) projects for the past three (3) years in providing / servicing event management for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations.</p> <p>B. 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 three (3) years from the time of submission of the bid documents;</p>	<p>√</p>	<p>√</p>
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**V. OTHER REQUIREMENTS:**

<p>1. Must respond to immediate/unforeseen changes in specifications.</p> <p>2. Activities and/or schedules/dates may change according to the recommendations of the DOT Regional Offices and Local Government Units involved.</p> <p>3. Bidders should submit the breakdown of the proposed set-up and design cost detailing materials used (rental and/or outright purchase).</p> <p>4. The bidder shall provide adequate storage for the upcycled materials used</p>	<p>√</p>	<p>√</p>
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**V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

**Lot 1:** Four Million Seven Hundred Fifty Thousand Pesos Only **(PhP4,750,000.00)** inclusive of applicable taxes

**Lot 2:** Four Million Seven Hundred Fifty Thousand Pesos Only **(PhP4,750,000.00)** inclusive of applicable taxes

**Total of Two (2) Lots:** Nine Million Five Hundred Thousand Pesos Only **(PhP9,500,000.00)** inclusive of applicable taxes

**VI. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed until the full delivery of the services.

**VIII. TERMS OF PAYMENT FOR LOT 1 AND 2**

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements for each milestone stated below.

The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, the supplier will shoulder bank charges.

MILESTONES	TERMS OF PAYMENT
<ul style="list-style-type: none"> <li>● Submission of the approved program of activities, confirmed talents/performers</li> <li>● Submission of the approved booth layout and design</li> </ul>	15% of the total contract price
<ul style="list-style-type: none"> <li>● Conduct a site validation and submission of a report</li> <li>● Proof of booking confirmation of B2C venue</li> </ul>	70% of the total contract price
<ul style="list-style-type: none"> <li>● Submission and Terminal Report</li> <li>● Final SDE, videos and photos</li> <li>● 3 to 5 minute video containing event highlights</li> </ul>	15% of the total contract price

**IX. PROJECT OFFICERS PROJECT OFFICERS CONTACT INFORMATION INFORMATION**

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