

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE MANAGEMENT OF THE PHILIPPINE NATIONAL DAY CELEBRATION DURING THE PHILIPPINE WEEK AND ASEAN DAY AT THE WORLD EXPO 2025 OSAKA

I. BACKGROUND

Project Title	:	WORLD EXPO 2025 OSAKA
Theme	:	Designing Future Society of Our Lives
Subthemes	:	Saving Lives, Connecting Lives, Empowering Lives
Dates	:	13 April – 13 October 2025
Venue	:	Yumeshima Island, Osaka, Japan
Expected No. of Exhibitors	:	More than 130 countries 15 International organizations
Expected No. of Visitors	:	28.20M 24.70M domestic (15.60M Osaka and Kansai) 3.50M international
Expected Visitor Profile	:	48.5% male and 51.6% female 70.5% day visitors and 29.5% overnight visitors 8.1% less than age 10 11.1% ages 10 to 19 20.5% ages 20 to 29 13.4% ages 30 to 39 16.3% ages 40 to 49 16.8% ages 50 to 59 13.8% ages 60 and above

With the theme, **Designing Future Society for Our Lives**, Expo 2025 Osaka provides an unrivaled platform for the Philippines to connect businesses, build a global identity, establish a meaningful face-to-face connection with counterpart stakeholders, showcase national tourist attractions, offer tourism products and services, and benefit from new and sustainable solutions being presented by participating countries.

Aligned with the Expo's theme of "Designing Future Society for Our Lives," the Philippine Pavilion will center on the fundamental human need for connection with nature and with each other. Encapsulating the nation's rich diversity and communal spirit, the pavilion's core concept, **"Nature, Culture & Community - Woven Together for a Better Future,"** prioritizes human well-being in an age increasingly dominated by technology. This immersive, multisensory experience will invite visitors to personally connect with our country and discover the many reasons to Love the Philippines.

The Philippine Pavilion is designated at Plots B8-B9 and is located within the *Empowering Lives Zone* in a plot size of 900 sqm, and a 600 - 630 sqm floor area for the pavilion. Accordingly, the Philippines' participation will revolve around the thematic concept of **"Woven Together for a Better Future"**.

The Philippine Pavilion space shall be utilized for the following components:

- Thematic area as per the specified theme and sub-theme
- Area for commercial use
- Area for experience design installation
- Office space, VIP lounge/holding area, storage room
- Crowd movement corridor(s)
- Landscaping
- Public safety and convenience

II. OBJECTIVES

The conduct of these activities aims to:

1. Provide a platform for the Philippines to connect businesses, strengthen its global identity, and establish meaningful face-to-face connections with counterpart stakeholders.
2. Showcase the country's culture, achievements, and innovations that embody national pride and identity.
3. Strengthen international relations, boost tourism, and promote cultural exchanges.
4. Feature the diversity, strength, and unique creativity of the Filipino people.
5. Highlight the Philippines' advancements in technology, sustainability, and creative industries, demonstrating the nation's commitment to innovation and progress.

III. SCOPE OF WORK/SERVICES

The Department of Tourism, through the Tourism Promotions Board Philippines (TPBPHL), invites experienced Production Management House or Event Management Company, preferably with counterparts in Osaka, Japan to provide assistance in the preparation, coordination, and implementation of requirements for the National Day Celebration during the Philippine Week and ASEAN Day Presents scheduled on 07-12 June 2025 at the EXPO site in Osaka, Japan.

1. VENUE

- a. Booking of rehearsal venues in Osaka on 05 and 06 June for the Cultural Center of the Philippines (CCP) performers for National Day, Philippine Week, and ASEAN Day.

2. LEASE OF VENUE STYLING AND SET-UP

a. Official Ceremony at the National Day

- Organizing, planning, facilitating the set-up, maintenance, and dismantling of props used on stage;
- Ingress shall commence on 07 June 2025 at 08:00 and Egress on the same day at 21:00;
- Ensure to provide the needed technical requirements, including technical/production team for the performers from CCP such as but not limited to professional lights and audio-visual equipment, PA system, microphones/lapels, minimum of two (2) close-circuit cameras, teleprompter, special effects like video mapping, generator set/genset, podium/rostrum, stage and truss system, and other technical/physical requirements, as necessary;
- Venue styling should include the following but not limited to material for the ribbon made of Philippine fabric (subject to TPB's approval) cutting ceremony, directional signages, and the likes in accordance with EXPO guidelines;

b. Dinner Reception

- Reservation of dinner reception within the EXPO site with set-up for 150 pax. Use of appropriate serving ware and decorations to enhance the dining experience. Preferred table centerpiece- round, colorful banig mats from Basey, Samar or Tagolwanen, Malaybalay, Bukidnon with elegant authentic, fresh floral centerpiece.

3. F&B

- a. Work closely with the designated Expo caterer to ensure that all dietary restrictions including Halal, gluten-free, vegan, and others of the invited guests are met.
- b. F&B for 150 pax catering style and menu in coordination with the designated Expo Caterer.
- c. Provision of Filipino snacks for 200 pax during the Independence Day Celebration.
- d. Printed program and menu cards 2 sets per table and 1 set per chair for VIPs during the National Day dinner reception. TPB to provide the design.
- e. 250 bottles/cans of Philippine beer during the National Day dinner reception. Ensure that the necessary permits are secured from the EXPO secretariat.
- f. Include a 10% buffer to accommodate additional guests if needed;
- g. Oversee all necessary permits and registrations as required by the venue.


4. EMCEE AND INTERPRETER

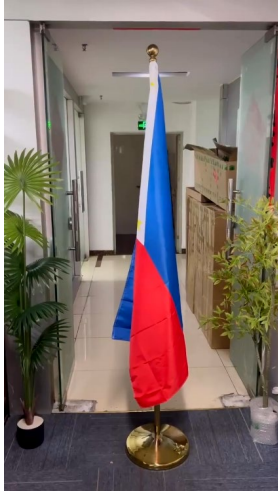
- a. Provide at least two (2) Emcees, two (2) simultaneous interpreters, and one (1) dedicated interpreter for the Head of Delegation during the National Day Celebration.

- b. Provide one (1) Emcee and one (1) simultaneous interpreter during the Philippine Independence Day Celebration, Philippine Week performances, and ASEAN Day performances.


5. PROGRAM REQUIREMENTS



- a. Organize a parade on the National Day Celebration on 07 June 2025 and Philippine Independence Day Celebration on 12 June 2025 following the set EXPO guidelines on parades;
- b. Conceptualize the program scenario for the Philippine Independence Day celebration on 12 June 2025;
- c. Work closely with the CCP on the technical requirements of the entertainers;
- d. Produce and execute necessary and appropriate video presentations and/or graphical designs to complement the whole performance in coordination with the Expo 2025 Philippine Organizing Committee (POC);
- e. Event Management Company/ Production Management House shall source the appropriate technical practitioners required to complement the artistic and production team of CCP such as limited to Project Manager, Event Director, Floor Manager, Sound Engineer, Video content producer, video switcher operator, Audio/Video Spinner/Technician, Safety Manager. A list of assigned personnel assuming the roles indicated above to be submitted 20 working days before the actual event.
- f. Provision of the following:

Particulars	Specifications	Quantity
National Day Celebration		
Snacks and refreshments	Sandwiches and bottled water	200 pax
Philippine Flaglets with a stick	<ul style="list-style-type: none"> Flag size: 8x10.5 inches Flag Material: Nylon Flag Stick Size: 15.25 inches Flag Stick Material: Red Bamboo Stick <p>hand-waving flag suitable for indoor and parade use</p> 	500 pax
Philippine Flag with Flagpole	<p>High-quality interior decoration flagpole (200CM), suitable for events</p> <p>Philippine Flag 3 x 5 ft</p> <p>Material: Oxford cloth with embroidery</p>	

		
Round neck Shirts	<p>Specifications: Size: Assorted Size Color Requirement: Full Color (one-side Printing) Shirt color: white Materials Preference: Original – Chief Value Cotton-combination of cotton and polyester (CVC)</p> <p>Printing Process: Rubberized, heat press, sublimation, or digital silkscreen</p> <p>Print Turnaround (Production Lead Time) - Initial Delivery within 20-25 CD after approval of final sample</p> <p>Other Requirements: - Design layout to be supplied by TPB. - Please submit sample of actual shirt swatches 20 days after issuance of Notice to Proceed - Please submit produced existing t-shirt in full color similar to TPB's requirement.</p>	150pax

		
Customized Foldable Fan	<p>Material : Fabric</p> <p>Big-sized fan</p> <p>Comes with packaging box</p> <p>With Print (design to be provided by TPB)</p> <p>Product Dimensions: L5cm x H24cm</p> 	200pax
Modern Barong/ Filipiniana Attire	 <p>Size: fits up to small to 5XL (unisex)</p> <p>Material: pina organza with lining</p>	15pax

Philippine Independence Day		
Philippine Flaglets with a stick	<ul style="list-style-type: none"> Flag size: 8x10.5 inches Flag Material: Nylon Flag Stick Size: 15.25 inches Flag Stick Material: Red Bamboo Stick hand waving flag suitable for indoor and parade use 	500 pax
Round neck Shirts	<p>Specifications:</p> <p>Size: Assorted Size</p>	150pax

	<p>Color Requirement: Full Color (one-side Printing) Shirt color: white Materials Preference: Original – Chief Value Cotton-combination of cotton and polyester (CVC)</p> <p>Printing Process: Rubberized, heat press, sublimation, or digital silkscreen</p> <p>Print Turnaround (Production Lead Time) - Initial Delivery within 20-25 CD after approval of final sample</p> <p>Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. - Please submit a sample of actual shirt swatches 20 days after issuance of Notice to Proceed - Please submit the produced existing t-shirt in full color similar to TPB's requirement. 	
Customized Foldable Fan	<p>Material : Fabric Big-sized fan Comes with packaging box With Print (design to be provided by TPB) Product Dimensions: L5cm x H24cm</p> 	200pax

Note: All designs are to be provided by the winning bidder which are subject to TPB's approval.

DELIVERY DATE: Actual materials are to be brought to the Philippine Pavilion in Osaka Japan 20 days before the scheduled event.

Program Scenario is as follows:

DATE	PROGRAM
07 June 2025 10:00-12:00 16:00 – 21:00 Venue: Expo National Day Hall “Ray Graden” and Philippine Pavilion	<u>National Day Celebration</u> - AM Performances - Flag raising Ceremony (playing of the national anthem of Japan and Philippines) - Official speeches by dignitaries - Philippine Cultural Presentation - Guided Tour of the Japan and Philippine Pavilion - Dinner Reception for Invited Guests
08 June 2025	AM and PM Cultural Performances
09 June 2025	<u>ASEAN Day Program</u> - Flag raising - Opening performance - Official speeches by DOT/TPB Officials - Finale performance
10 June 2025	AM and PM Cultural Performances
11 June 2025	AM and PM Cultural Performances
12 June 2025	<u>Philippine Independence Day Celebration</u> - Parade - Raising of Philippine Flag - Opening performance - Official speeches by DOT/TPB officials - Filipino snacks to guests - Finale performance

Note: Program Scenario subject to change

6. LOGISTICAL REQUIREMENTS

- a. All transportation requirements of the **production team** during rehearsals and actual events as needed.
- b. Provision of the following transportation vehicle for VIPs and other guests:
 - **07 June 2025 (National Day Celebration) and 09 June 2025 (Trade and Tourism Mission)** - three (3) units of minibus (with a maximum capacity of 12-15 pax; route- within Osaka) per day

- **06-12 June 2025** – two (2) units of van for transfers and storage of materials, souvenirs, and paraphernalia. (route: within Osaka)

All units of vehicle must be available for a maximum of 15 hours per day. Should be inclusive of fuel, driver fees, toll, parking fees, meals, congestion charges, and other related expenses.

c. Should develop and execute a logistical plan on the following but not limited to

- Parade route
- Ingress and Egress
- Resources and technical requirements
- Food and Beverages
- Collateral requirements
- Staff requirements (as needed)
- Space allocation/room assignments (as needed)

7. DOCUMENTATION REQUIREMENTS

- Document in photo and video all activities from 07-12 June 2025, within the EXPO grounds, for submission to the Expo 2025 Osaka POC using the following formats
 - Videos HD copy in .MOV and .MP4
 - Photos HD copy in .JPG
- Provide 30-60 second edited video highlights for TPB social media posting (cinematic film)
- At least 300 color-enhanced photos per day
- Provide 1–2-minute Same Day Edit (SDE) for the National Day Celebration, Philippine Independence Day, and ASEAN Day presentation.
- Submitted photos and videos must be stored in a hard drive to be submitted to Expo 2025 Osaka POC by 12 June 2025. Submitted photos and videos shall be fully owned by the TPB.

8. PROGRAM SOUVENIR

a. National Day Celebration

Provide 150 program souvenir sets for VIPs with a maximum cost of PhP3,000.00 per set and 500 program giveaway sets for non-VIPs, each with a maximum cost of PhP1,000.00 per set. **The winning bidder must submit their actual proposed giveaways within seven (7) calendar days upon receipt of the Notice to Proceed (NTP), subject to TPB's approval.** Supplier should shoulder the courier/transportation cost from the Philippines to Japan, if necessary.

b. Philippine Week with Philippine Independence and ASEAN Day

Provide 400 program sets for visitors and guests with a maximum cost of PhP1,000.00 per set. **The winning bidder must submit their actual proposed giveaways within seven (7) calendar days upon receipt of the Notice to Proceed**

(NTP), subject to TPB's approval. Supplier to shoulder the courier/transportation cost from the Philippines if necessary.

9. ONSITE RELATED EXPENSES

- Provide onsite-related expenses (excess baggage allowance, courier fees, office supplies, and materials, coordination meetings, bank charges, toll fees, communication expenses, and other onsite-related expenses) up to a maximum of PhP200,000.00 Billing must be based on actual cost-supported with corresponding receipts.

10. ADMINISTRATIVE REQUIREMENTS

- a. Provision of colored printer suitable for printing of documents and event paraphernalia rental from 02-12 June 2025
- b. Closely coordinate with the EXPO 2025 Special Events Committee for the guidelines in the implementation of each event mentioned above and the movements of all involved personnel to and from the event venue. This includes but is not limited to:
 - Closely working with the POC for Protocol Arrangements of VIPs, Government Officials, and other dignitaries attending the event
 - Valet services and coordination with the EXPO 2025 Special Events Committee on matters related to order, security, and crisis management

11. OTHER REQUIREMENTS

- a. All records are regarded as confidential and therefore will not be divulged to any third party without prior written approval of TPB. The TPB has the right to request sight of, and copies of all records kept, on the provision that the company is given reasonable notice of such a request. The winning bidder will sign a Non-Disclosure Agreement (NDA).
- b. Ensure the privacy and security of all confidential, privileged personal information, and/or sensitive information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021, and its Implementing Rules and Regulations. **The winning bidder will sign a Non-Disclosure Agreement (NDA).**
- c. The Production Management House or Events Management Company shall strictly adhere to the overall Expo 2025 Event Guidelines provided EXPO Organizer, **Designing Future Society for Our Lives** Theme, and the Philippine Pavilion Theme ***"Woven Together for a Better Future."***
- d. Coordinate and reserve venue for rehearsal of performers and present a final dry-run and technical dress rehearsal of the performances for POC's final approval following the tentative schedule below:

DATE	ACTIVITY
30 April 2025	<p>Presentation of CCP's entertainment production scenario for TPB's critiquing in Metro Manila.</p> <p>Presentation of the parade concept for the National Day Celebration and the program scenario for the Philippine Independence Day Celebration in Metro Manila.</p>
25 May 2025	Final/technical dress rehearsal on stage with audience of all production (DOT Secretary Christina Garcia-Frasco and POC officials) in Metro Manila
02 June 2025	<p>Departure of main contingent to Osaka, Japan</p> <p>Arrival in Osaka, Japan</p>
03 June 2025	Rest, preparations, production and technical meetings
04 June 2025	Technical/dress rehearsal at a conducive venue within Osaka, Japan
07 June 2025	Final Rehearsal at the National Day Hall, Osaka, Japan

IV. ELIGIBILITY/TECHNICAL REQUIREMENTS

1. The bidder must be a Filipino-owned, operated, and legally registered Events Management Company/ Production Management Company/ Production House under Philippine laws and must be in operation in the last five (5) years handling similar projects.
2. Must have experience in organizing large-scale events (minimum 100 international and local attendees) and world-class entertainment productions, *at least two (2) similar events*. **Must submit a list of events handled in the past three (3) years.**
3. The complementary personnel (Project Manager and Event Director) of the Event Management Company with the CCP must have a minimum of five (5) years of relevant experience in managing events of a similar nature. **A curriculum vitae (CV) must be attached as part of the technical bid envelope submissions.**

V. PROJECT IMPLEMENTATION SCHEDULE

DATE	EVENT
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07 June 2025	National Day Celebration
08-12 June 2025	AM/PM Performances
09 June 2025	ASEAN Presentation
12 June 2025	Philippine Independence Day Celebration

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **FOURTEEN MILLION PESOS ONLY (PhP14,000,000.00)** inclusive of all applicable fees and taxes, fixed agency service fees, bank charges, FOREX differential (as applicable), and other fees that may be incurred.

VII. TERMS OF PAYMENT

Particulars/ Milestones	Payment Scheme / Percentage of Payment
1st tranche Submission of the approved program/parade scenario, sample of proposed giveaways for National Day and Philippine Independence Day	30% of the total contract price
2nd tranche Sample of approved of DOT/TPB giveaways, proof of lease of venue reservation, proposed layout and set-up for the dinner reception.	30% of the total contract price
3rd tranche Completion of the program and completion of all deliverables of the program with certification of project implementation/completion and post-event report other corresponding documentary requirements.	40% of the total contract price
TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>

Willing to provide services on a “send-bill” arrangement. 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. Total cost should be based on actual expense. (ABC)

Please send a billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 6F FIVE-ECOM CENTER, MOA COMPLEX, PASAY CITY addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board Philippines

Note: *The bidder is encouraged to have a Landbank account. Payment shall be made through an LBP bank deposit. Otherwise, bank charges shall be shouldered by the supplier.*

VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

IX. PROJECT OFFICERS CONTACT INFORMATION

TERESITA DL. LANDAN

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