

TECHNICAL SPECIFICATIONS
Service Provider for the Requirements of the GO Diving Show 2025

I. BACKGROUND

GO Diving is the UK's only dive show following its merger with Dive Birmingham. As a result of the union, it is now organized by two of the most influential dive publications in the UK – Scuba Diver Magazine and Deeperblue.com, with a sprawling 10,000 sqm of engaging activities and exhibits showcasing idyllic holiday destinations, the latest advancements in diving equipment and the most comprehensive training resources.

The trade and consumer show offers concepts and initiatives in the diving community that attracts approximately 10,000 visitors every year. It gives the opportunity to exhibitors to conduct business to business (B2B) meetings with dive specialist tour operators and business to consumer (B2C) transactions with the multitude of dive enthusiasts and holiday seekers attending the event.

Based on the sales lead forms, last year's participation yielded PHP32,150,800 of projected sales (not including the media mileage from the magazine advertisement), with 151 sales leads and 11 actual bookings onsite worth between US\$2,000 to US\$30,000 each. The Philippine booth had 54 sqm of space with a private sector delegation consisting of seven (7) co-exhibitors.

II. OBJECTIVES

- Provide a venue for Philippine private sector partners to conduct business meetings to establish, renew and sustain relationships with their industry counterparts.
- Support the Philippine dive resorts and outfitters in boosting their points of sales and networking opportunities.
- Explore partnership opportunities with various stakeholders of the dive community to include OTAs, new online distribution channels, travel/dive websites and communities, publications, and influencers.
- Conduct meetings that will develop and enhance relevant programs for the market.
- Further increase the UK outdoor market by targeting the lucrative dive segment;
- Position and present the Philippines as a 'top of mind' choice for dive holiday;
- Create new linkages through one to one sessions with dive experts and European counterparts to expand their portfolio and entice their clients in selecting the country as their next dive destination;
- Leverage on the new and existing products for the underwater and dive market;
- Generate valuable sales leads and eventual bookings;
- Gather market intelligence, consumer research and behavior from relevant sources;

III. SCOPE OF SERVICES

Booth Operations Requirements

Particulars	Amount
1. Daily stand supplies and consumables - for approximately 16-pax Philippine delegation, plus the key dive specialist operator guests for 2days of the event	PHP91,200.00
a. Coffee and tea supply requirements – includes ground coffee or coffee beans, assortment of tea bag flavors, sugar and milk/creamers, stirring sticks, disposable coffee cups, etc.	
b. Drinking water bottle supply for the hot and cold water dispenser – including disposable cups	

c. Biscuits and candies/sweets with preference for Philippine delicacies and snack bits– including their display bowls and/or plates	
2. Shipment of Promotional Materials – maximum of 40 kilos for the following: a. Philippine Maps b. Regional and dive brochures c. Assorted/available dive giveaways d. LTP windbreakers/jackets for the Philippine delegation – 20 pieces	PHP60,000.00
3. One (1) delegation dinner de-briefing for a maximum of 20-pax	PHP60,800.00
4. Compensation of DOT London TA and AO's DSA (US\$400 x 4days x 2pax)	PHP188,800.00
5. One (1) shuttle/van rental for Philippine delegation for 4 days including but not limited to gasoline, insurance, parking, and necessary permits	PHP334,400.00

1 USD = 59 PhP, 1 GBP = 76 PhP

Support Staff Requirements

Particulars	Amount
1. Weekend Overtime Pay of Support Staff - GBP12 x 8hrs x 3 days x 3 pax	PHP65,664.00
2. Staff Accommodations in Stoneleigh (off London) - GBP250 x 2N x 2rooms	PHP76,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

Date: 01 – 02 March 2025

Venue: NAEC Stoneleigh, Warwickshire, UK

V. ELIGIBILITY REQUIREMENTS

1. The Service Provider must be a Philippine registered company, operated, and legally registered and must have organized and implemented at least one (1) event on a similar scale, preferably in Europe, in the last five (5) years.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED SEVENTY-SIX THOUSAND EIGHT HUNDRED SIXTY-FOUR PESOS ONLY (PHP876,864.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Amount	Deliverables
100%	Upon completion of services as listed in the technical specifications and submission of satisfactory performance of the services as certified by TPB.

The 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.

The Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to the person stated below, should be submitted by the winning bidder for the processing of payment.

RAMON JULIAN S. DE VEYRA, JR.
Market Specialist IV
EAMI Division, International Promotions Department

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of all of the deliverables.

IX. PROJECT OFFICER'S CONTACT INFORMATION

RAMON JULIAN S. DE VEYRA, JR.
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