

PHILIPPINES' PARTICIPATION IN EXPO 2025 OSAKA

TECHNICAL SPECIFICATIONS

Services of a Production Management House or Events Management Company for the Diplomatic Night with Creative Cultural Showcase

23 July 2025 (indicative date) | Osaka, Japan

I. OVERVIEW

The World Expo 2025 Osaka is a Bureau International des Expositions (BIE)-registered World Exposition that is participated by countries/governments, companies, and international organizations. This mega-event serves as a global platform for knowledge and progress as it is organized around a theme that aims to find solutions to fundamental challenges facing humanity through sharing of ideas, innovations, and aspirations. The Philippines officially confirmed its participation in the said event on 14 June 2022 through the efforts of the Department of Foreign Affairs (DFA).

Aligned with the Expo's theme, "Designing Future Society for Our Lives," the Philippine Pavilion will highlight the fundamental human need for connection to nature and each other. Its core concept, "Nature, Culture & Community - Woven Together for a Better Future," prioritizes human well-being in an age increasingly dominated by technology. Through an immersive, multisensory experience, visitors will be able to personally connect with our country and discover the many reasons to Love the Philippines.

To strengthen the Philippines' presence at the World Expo 2025 Osaka, the TPB is set to conduct the **Diplomatic Networking Night with Creative Cultural Showcase**. A celebration of the vibrant culture, innovative spirit, and strong diplomatic ties between the Philippines and the global community, particularly Japan, the Filipino fashion show at the World Expo 2025 transcends mere style; it is a testament to Filipino identity, culture, and craftsmanship. Set against the backdrop of Kansai, this event showcases the Philippines' commitment to sustainability, inclusivity, and creative excellence, highlighting indigenous materials and traditional artistry through visionary collection.

Beyond fashion, this showcase positions the Philippines as a cultural and tourism hub in Asia, reinforcing Cebu's (UNESCO Creative City of Design) and the country's growing influence in the global creative landscape. By leaving a legacy of pride, elegance, and resilience, the Philippines steps confidently onto the world stage, demonstrating its capacity to inspire and strengthen diplomatic and cultural ties—particularly with Japan—while celebrating the achievements of the Philippine government and its commitment to innovation.

The Tourism Promotions Board (TPB) Philippines, invites experienced Product Management House or Events Management Company, preferably with counterparts in Osaka, Japan to provide assistance in the preparation, coordination, and implementation of requirements for the abovementioned event

II. SCOPE OF SERVICES

1. Lease of Venue

- Booking of the following function rooms in one (1) venue located not more than 17 km from the Expo site:
 - Three (3) Small banquet room each with at least 72 sqm
 - One (1) Ballroom with at least 273 sqm
 - One (1) Atrium Lounge
- The atrium lounge and the ballroom must have its own sound and lighting systems.

- All function rooms must be equipped with air-conditioning. The ballroom must be conducive to a cultural or tapestry showcase. The bidder should submit the proposed venue with photos.
- Venue should be available for the below schedule:

22 July 2025, 10:00 PM	Ingress of heavy equipment and event set-up
23 July 2025, 5:00 AM onwards	Final technical rehearsal Event proper Egress

- Booking of suitable venue for rehearsals in both Manila and Osaka, for a maximum of 3 days. The venue should be within 20 km of the TPB Office in Manila and the expo site in Osaka, Japan.

2. Venue Set-up and Technical Requirements

- Organizing, planning, facilitating the set-up, maintenance and dismantling of the venue and function hall.
- Preferred Stage size: 40 feet (W) x 16 feet (D) and Height is 4 feet. Should have an elevated stage for the designated performers/entertainers including dance floor. Cocktail tables with lounge set-up for 200-250 pax.
- LED wall screen as backdrop, stage/set design
 - Center LED panel/s 32 feet and 10 inches (W) x 11 feet and 6 inches (H)
 - Side LED panels 3 feet and 3 inches (W) x 11 feet and 6 inches (H)

Note: If the space cannot accommodate side LED Panels, the minimum LED screen should be that of the Center LED panel/s or the ideal size depending on the stage to be provided by the venue, if any, based on the minimum stage size requirement
- Should include the technical requirements (i.e. professional lights and audio-visual equipment, PA system, microphones/lapels, minimum two (2) close-circuit cameras, teleprompter, special effects like video mapping, smoke/fog machines, wardrobe/costumes and accessories of performers, generator set/genset, podium/rostrum, stage and truss system and other technical/physical requirements, as necessary
- Venue should have at least four (4) dressing/holding rooms for the entertainers and VIPs
- Overall venue décor/execution for the event to include, but not limited to: Stage set-up, table decorations and set-up with authentic and elegant floral centerpieces

Note: TPB reserves the right to own any pre-selected items used to style the venue, as applicable to be used for future events.
- Venue styling should include the following but not limited to material for the ribbon cutting ceremony made of Philippine fabric, exhibitors board/signages, directional signages, photo walls, banners, registration counters

3. Food and Beverage (F&B)

- Curate a menu of Filipino-inspired drinks, hearty and heavy canapés, and free-flowing of cocktails and wines to showcase Filipino flavors for VIPs, key officials, exhibitors, sponsors, and other guests (approx. 200-250 pax) for the networking event. Food and beverage should amount to maximum of PhP9,000.00 per pax.
- The menu should be subject to TPB approval and accommodate a range of dietary preferences and restrictions, including Halal, gluten-free, vegan, and others.
- Offer free-flowing coffee, tea, and water, with an emphasis on featuring locally sourced coffee from the Philippines
- Provide cocktail tables adorned with accents inspired by Philippine weaves or textiles to enhance the cultural ambiance. Additionally, ensure there is at least a selection of Filipino-sourced cocktails available.
- Include a 10% buffer to accommodate additional guests if needed
- VIP tables should have dedicated wait staff

- Oversee all necessary permits and registrations as required by the venue.

4. Program Requirements

- Conceptualize, organize, manage, direct, and implement the program with an original content in terms of:
 - Concept
 - Program scenario
 - Script
 - Musical scoring
- The production team must include at least two (2) multilingual staff proficient in English, Tagalog, and Nihongo to manage, coordinate, and oversee all aspects of the production. This includes pre-production, live event, and post-production activities, covering audiovisual requirements, stage setup, physical and technical needs, program flow, artistic content, and any additional show elements essential for rehearsals and performances.
- For the cultural or tapestry showcase, the EMC shall engage a renowned fashion designer specializing in couture, with a proven record of accomplishment of highlighting the Philippines' rich cultural heritage. The designer must be capable of dressing up to 20 models, with designs that embody Filipino artistry and tradition. The selected designer should have international recognition to elevate the showcase's prestige. The total professional fee shall not exceed Two Million Five Hundred Thousand Pesos (PhP2,500,000.00), inclusive of couture rentals, taxes, and all other related fees. Bidders are required to submit the proposed fashion designer's name and profile.
- EMC shall source the appropriate artists/talents, technical practitioners, etc. required to implement the overall program scenario which should include but not be limited to the following:
 - Project Manager / Event Coordinator - (*Key Personnel*)
 - Show / Event Director - (*Key Personnel*)
 - Stage Manager
 - Backstage Manager / Floor Manager
 - Script Writer
 - Creative Director / Graphic Artist
 - Technical Director
 - Production Manager
 - Sound Engineer
 - Lighting Director
 - Audio and Video Spinner / Technician
 - Video Content Producer
 - Video Switcher Operator
 - Set / Production Designer
 - Graphic Animator / Video Editor
 - Health and Safety Officer / Safety Manager
 - Make-up artists (at least 3)
 - Ramp models for cultural/tapestry showcase (at least 10 pax)

The number of whom will be based on the requirements of the events.

The key personnel (Project Manager and Event Director) of the Event Management Company must have a minimum of five (5) years of relevant experience in managing events of a similar nature. **CVs must be attached as part of the Technical Submissions.** List of assigned personnel assuming the roles indicated above to be submitted 20 working days before the actual event.

- Assist TPB in the conceptualization, management, and implementation of the Event Styling and Entertainment Repertoire Plan which consists of the following:

a. Entertainment

1. Should be minimum of 3 different entertainment acts to perform in between the program for approximately 5 minutes
2. Entertainers may include but are not limited to singers, or performers and preferably those who have performed before an international audience as entertainers in keeping with the overall conceptual approach and as approved by TPB. All main performers must have won at least one (1) award in the World Champions of Performing Arts (WCOPA).
3. Entertainers to be available for rehearsal 1 day before the event
4. Artists to bring their equipment and during rehearsal and connect with the AV team to set up what is required
5. Entertainment will be subject to TPB's final approval

Note: The list and portfolio of proposed entertainment acts and performers/talents to be submitted together with the technical bid

b. MC/Host and Interpreters

1. At least 2 MC/hosts and at least 2 simultaneous Nihongo interpreters
2. To introduce guest presenters, announce entertainment and to run the entire program
3. MC/Host should be one male and female duo who have experience in international/ national events and/or TV presenting experience
4. MC/Host must speak fluent English and Filipino
5. MC/Host should be available for rehearsal 1 day prior to the event

c. Ushers/Usherettes

1. The event requires 3-4 ushers/usherettes (male and female) who have experience in events of similar nature
2. Ushers/Usherettes will be required to greet guests at the cocktail reception and assist them
3. Ushers/Usherettes will wear full-length, conservative Formal Filipiniana Attire (dresses, with hair and makeup to be done professionally), subject to the approval of TPB
4. Ushers/Usherettes must be able to speak basic Nihongo
5. Ushers/Usherettes must be available one day before the event for a rehearsal

- All entertainment should include royalty fees and/or copyright fees, management fees and other applicable taxes
- Prepare the script and detailed program scenario based on the overall concept as approved by TPB (should be free from political, cultural, and religious sensitivities).

Initial program scenario as follows (subject to change):

3:30 PM	Proceed to the World Expo 2025 Osaka Yumeshima Island, Osaka, Kansai
4:15 – 5:15 PM	Visit of the Philippine Pavilion
5:15 PM	Proceed to Conrad Hotel Osaka
6:00 PM	Arrival of Guests Pre-event entertainment/ activities such as: <ul style="list-style-type: none">• Welcome drinks and Filipino-Japanese instrumental background music• Photowall featuring Philippines-Japan diplomatic milestones
6:30 PM	Invocation
6:35 PM	Opening Number
6:40 PM	Welcome Remarks by Ambassador Mylene De Joya Garcia-Albano

	Philippine Embassy in Japan Proposed Topic: Strengthening diplomatic and cultural ties
6:50 PM	Opening Remarks by Secretary Christina Garcia Frasco Philippine Department of Tourism
7:00 PM	Message by First Lady Liza Araneta Marcos Proposed Topic: Deepening Friendship through Culture and Creativity
7:10 PM	Response from a Japanese Government Representative
7:20 PM	Toast to Friendship <ul style="list-style-type: none"> • Led by the First Lady and Japanese Dignitary • Symbolic Kampai and Tagay
7:10 PM	Creative Cultural Showcase Will highlight collaborative works and creative skills through a fashion show featuring the exquisite creations of a globally acclaimed designer renowned for his masterful artistry and sophisticated craftsmanship
	Closing <ul style="list-style-type: none"> • Emcee thanks guests for attending • Distribution of curated Philippine-Japan friendship souvenirs (e.g. handcrafted fans, local coffee, etc.)
END OF EVENT	

5. Logistical Requirements

- Accommodations (single/twin/triple sharing arrangements) of the entire production team/ technical practitioners and artists/talents for the duration of the project (preferably same hotel where the TPB delegation is billeted) depending on how many performers and production group will be tapped
- Round-trip international and domestic (if necessary) economy air tickets with travel insurance for performers and all other production personnel based in Manila. Air tickets should be rebookable, reroutable, and refundable.
- Full board meals for the talents and production team for the duration of the project, including rehearsals
- Appropriate allowance/per diem for the production team/ technical practitioners and artists/talents (at least \$75/pax/day)
- Shipment from and to the Philippines to the venue and /extra baggage allowance for props, costumes, and equipment
- Passport processing fees, visas (if necessary), working permit, airport fees/taxes, customs fees, and vans for inland transportation for the duration of the event to include airport transfers
- Facilitate all the required permits needed for the performances including talents' work permits and rights to use music (Filipino Society of Composers, Authors, and Publishers – FILSCAP)
- All transportation requirements of the performers and production crew to include rental of vans as needed
- Facilitate permits for event performers, execution and rehearsals as mandated by the Philippine and Japanese governments
- All administrative costs and other miscellaneous expenses
- Should develop and execute a logistical plan on the following but not limited to:
 - Ingress and egress
 - Resources and technical requirements
 - Food and beverages
 - Collateral requirements
 - Staff requirements
 - Space allocation/room assignments
- Provision of the three (3) units of minibus for VIPs and other guests on the event date. 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.

- All transportation requirements of the production team during rehearsals and actual event as needed.

6. Documentation Requirements

- Document in photo and video the event for submission to the TPB using the following formats (saved in an external hard drive), and agree to unlimited airing via multi-channels:
 - Videos HD copy in .MOV and .MP4
 - Photos HD copy in .JPG
- Provide 30-60 seconds edited video highlights for TPB social media posting (cinematic film)
- Provide 1–2-minute Same Day Edit (SDE) video
- Submitted raw and edited photos and videos shall be fully owned by the TPB
- At least 300 color-enhanced photos

7. Program Souvenir

- Provide 250 sets of programs souvenir with maximum amount of PhP1,500.00/set.
- The giveaways/souvenirs must be practical and locally made in the Philippines
- The design must align with the theme of the event
- Packaging must be made from sustainable materials
- The final design and packaging are subject to the approval of both the DOT and TPB
- Must submit an actual sample of the giveaway/souvenir within seven (7) calendar days upon receipt of the Notice to Proceed (NTP).
- DOT and TPB's approval must be secured for both the design and packaging prior to mass production.
- Supplier to shoulder the courier/transportation cost from the Philippines, if necessary.

8. Onsite-related Expenses

Provide onsite-related expenses (excess baggage allowance, courier fees, office supplies and materials, coordination meetings, bank charges, communication expenses and other onsite-related expenses) up to a maximum total of One Hundred Thousand Pesos Only (PHP100,000.00). Billing must be based on actual cost incurred supported with corresponding receipts.

9. Administrative Requirements

- Closely work with the event venue, POC, and Expo 2025 Committee/s for the movements of all involved stakeholders to and from the event venue. This includes, but not limited to:
 - Closely working with the POC for Protocol Arrangements of VIPs, Government Officials, and other dignitaries attending the event; and
 - Valet services and coordination with the Expo 2025 Expo Committee and POC on matters related to order, security, and crisis management

10. Other Requirements

To cover all charges in the event venue and rehearsal venue (electricity charges, permits, and other fees/surcharges). Oversee, coordinate, and execute 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:

10 June 2025	Presentation of production scenario to TPB for critiquing
30 June 2025	Technical /dress rehearsals with visuals for second critiquing with the TPB Chief Operating Officer Maria Margarita Montemayor Nograles
20 July 2025	Departure and arrival of main contingent to Osaka, Japan (if any)
21 July 2025	Rest, preparations, production, and technical meetings
22 July 2025	Technical/dress rehearsal

23 July 2025	Final technical rehearsal in the venue (AM) Diplomatic Networking Dinner
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**Subject to change*

III. ADDITIONAL/ELIGIBILITY REQUIREMENTS

1. Must be in operation for the past three (3) years and have organized/handled similar events.
2. For suppliers with implemented projects with TPB, bidders must not have had a below-satisfactory rating (through External Providers Performance Evaluation) in the last 12 months at the time of opening of bids.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this bidding is **FIFTEEN MILLION PESOS ONLY (PHP15,000,000.00)** inclusive of all applicable taxes, fixed agency service fees, bank charges, FOREX differential (as applicable), and other fees that may be incurred.

V. TERMS OF PAYMENT

Particulars/ Milestones	Payment Scheme / Percentage of Payment
1st tranche Upon submission of proposed event scenario, list of proposed line up of artists and sample of giveaways	15% of the total contract price
2nd tranche Upon receipt of proposed menu, venue (including proof of reservation), proposed layout and setup, finalized list of performers	70% of the total contract price
3rd tranche Upon the completion of the deliverables and program with certification of project implementation/completion and post-event report other corresponding documentary requirements such as proof of deliverables, etc.	15% 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 following 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-ECON CENTER, MOA COMPLEX, PASAY CITY addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer, Tourism Promotions Board

Note: 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.

VI. CONTACT INFORMATION

For inquiries, please contact the following:

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