

## **TECHNICAL SPECIFICATIONS**

Services of an Event Management Company for the Logistical Requirements  
in relation to the Attendance Promotion at the 2025 Kiwanis International Convention

### **I. BACKGROUND**

Kiwanis is a worldwide service organization of men and women who share the challenge of community and world improvement. Since its founding in Detroit, Michigan, in 1915, Kiwanis has grown to more than 8,400 clubs in 96 nations. There are about 606,608 active members in the Kiwanis family, representing nearly every culture on every continent, all seeking to improve people's lives. Kiwanians give their time to make their communities and the world better places in which to live and work. As members of a club, they have opportunities to make business and professional contacts; learn firsthand about local, national, and international issues; improve and use leadership skills; participate in the life of their community and world; and develop life-long friendships.

Amongst their many accomplished programs and projects is the Kiwanis International Convention. It is an annual gathering of members from around the world filled with opportunities to learn new skills, connect with fellow members, hear inspiring dialogues, renew their commitment to serving communities, and decide on matters such as the future direction of the organization.

In 2025, the Kiwanis International Convention, themed "Forge the Future of Kiwanis," will be held in Pittsburgh, Pennsylvania, USA from 25 – 28 June. During the event, they will hold sessions that will help them transform their members' clubs and amplify their impact in their communities.

### **II. OBJECTIVES**

The Tourism Promotions Board (TPB) Philippines will participate in the 2025 Kiwanis International Convention. Specifically, the participation aims to achieve the following:

- 1) We aim to captivate potential attendees with amazing landscapes and engaging narratives that showcase the unique beauty and cultural richness of the Philippines.
- 2) We will highlight the warmth, generosity, and global service excellence that awaits delegates in the Philippines for the 2026 Kiwanis International Convention.
- 3) We target to showcase Filipino cultures, traditions, and experiences, enticing attendees to explore beyond the corners of their reception and discover the Philippines.
- 4) We aim to provide clarity and understanding on questions that blur their vision of the Philippines.
- 5) We hope to bring mementos that will make them remember the Philippines.

Considering the above, it is imperative that the TPB works with an Events Management Company who will manage the logistical requirements for this attendance promotion. They will help ensure that this participation will be seamlessly implemented leaving a lasting impression for the Philippines.

### **III. SCOPE OF SERVICES**

#### **A. TRAVEL, ADMINISTRATIVE, AND LOGISTICAL EXPENSES**

1. Land Transportation for Logistical Requirements
  - One (1) passenger van to transport 1-2 passengers with accompanied promotional materials from/to the following:
    - (Indicative) 24 June 2025

Attendance to the 2025 Kiwanis International Convention  
25-28 June 2025 | Pittsburgh, Pennsylvania

Pittsburgh International Airport to a Hotel near David L. Lawrence Convention Center

- (Indicative) 29 June 2025


Hotel near David L. Lawrence Convention Center to Pittsburgh International Airport

- Inclusive of licensed driver, fuel, parking fees, driver's meals, toll fees, overtime fees, communication expenses, and other applicable fees.
2. One (1) roundtrip economy air ticket for one (1) Philippine Department of Tourism's (PDOT) New York Representative (JFK-PIT-JFK or EWR-PIT-EWR or LGA-PIT-LGA)
- Inclusive of two (2) pieces of 23 kilograms roundtrip baggage allowance, travel insurance, and other applicable taxes and fees.
  - Refundable, rebookable, and reroutable
3. Daily Subsistence Allowance (DSA) of one (1) PDOT New York Representative

(24 – 28 June) 5 days x US\$320	1,600.00
(29 June) 1 day x US\$160	160.00
<b>TOTAL IN USD</b>	<b>US\$ 1,760.00</b>
<b>TOTAL IN PHP (1 USD = PhP60.00)</b>	<b>PhP105,600.00</b>


**Note:** The above may be subject to change depending on the latest circular released by the International Civil Service Commission (ICSC) as well as with the prevailing foreign currency rates.



**B. PRINT AND PRODUCTION OF PROMOTIONAL GIVEAWAYS**

<p><b>Canvass (Tote Type)</b> Quantity: 200 pcs. Estimated Cost: PhP250.00 each</p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Dimensions: 16 in (L) x 12 in (W)</li> <li>2. Handle: 18 in (L) x 1 in (W)</li> <li>3. Material: Canvass (preferably thick quality)</li> <li>4. Print: To be provided by the TPB</li> <li>5. Color: White (or off-white)</li> </ol>	<p>Sample:</p> 
---	--

**Note:** Submit a similar sample upon submission of proposal, subject to approval of TPB.

**C. PRINTING AND PRODUCTION OF PROMOTIONAL COLLATERALS**

<p><b>TABLE COVER</b> Quantity: One (1) Table Cover Estimated Cost: PhP1,000.00</p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Dimensions: Rectangular 2.5 ft x 2.5 ft</li> <li>2. Material: Polyester; sewn in all edges</li> <li>3. Color: Cloth (white) Text/Design – full color</li> <li>4. Printing: Sublimation</li> <li>5. Design and layout: To be provided by TPB</li> </ol>	<p>Sample:</p> <p>TABLE COVER</p> 
--	--

<p><b>TABLETOP SIGNAGE</b> Quantity: Two (2) Tabletop Signages Estimated Cost: PhP2,500.00 each</p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>Overall Dimensions: 332 (w) x 440 (h) 82mm (d)</li> <li>Visual Graphic Area: 332 (w) x 420 mm (h)</li> <li>Bleed: 20mm at bottom</li> <li>Graphic Area: One-side</li> <li>Design: To be provided by TPB</li> <li>Printing: Full color</li> <li>Material: Dye sublimated Polyester</li> <li>Frame: Pull-up Mechanism; Aluminum</li> <li>Packaging: Carry bag with dedicated pockets for the Mechanism. Each fabric should have a separate bag.</li> <li>Design and layout: To be provided by TPB</li> </ol>	<p>Sample:</p> 
<p><b>PULL-UP BANNER</b> Quantity: 2 pieces Estimated Cost: PhP5,000 each</p> <p><b>Specifications:</b></p> <ol style="list-style-type: none"> <li>Dimensions: 61 cm (W) x 181 cm (H)</li> <li>Graphic Area: One side</li> <li>Printing: Full color</li> <li>Material: Polycloth Canvass Fabric or Dye-sublimated fabric</li> <li>Banner stand with clamp bars, collapsible pole, banner stand unit with tension rod</li> <li>Hardware: Aluminum</li> <li>Packaging: Carry bag with dedicated pockets for the mechanism, separate bag for each roll-up fabric compact and collapsible for convenient transport and storage</li> <li>Design and layout to be provided by the TPB</li> </ol>	<p>Sample:</p> 

**Note:** The bidder must be able to submit a sample of work done with the same material as mentioned in the specifications upon submission of the proposal. The sample does not have to be the same size stated but should be with the same materials stated. Failure to submit/present the actual sample based on the above specifications will be disqualified and will not be considered.

#### IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

DATE	ACTIVITY
June 2025	Book Air Ticket of PDOT Representative
	Delivery of Giveaways and Collaterals to TPB
	Provision of DSA
25-28 June 2025	Convention Proper

**V. ELIGIBILITY REQUIREMENTS**

- Must be a legally registered Philippine company engaged in the business of Events Management Company or Project Management Company under Philippine laws, preferably with a counterpart in the United States;
- Must be engaged in the business as an events management company or project management company for at least three (3) years with experience and expertise in providing logistical requirements, producing promotional materials, and the like, preferably in the United States;
- Must have handled at least one (1) similar and/or related arrangements proven through the submission of a proof of project completion.

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

The Approved Budget for the Contract (ABC) is **SIX HUNDRED FORTY-ONE THOUSAND TWO HUNDRED PESOS ONLY (PHP641,200.00)**, inclusive of all applicable taxes and fees.

**VII. TERMS OF PAYMENT**

The terms of payment shall be on a send-bill arrangement with TPB. The contract amount is payable upon satisfactory completion of the aforementioned services within thirty (30) working days from TPB's receipt of the billing statement, terminal report, and other pertinent documents.

Statement of Account / Billing Statement addressed to:

**MARIA MARGARITA MONTEMAYOR NOGRALES**

Chief Operating Officer, Tourism Promotions Board

6/F Five E-com Center, Harbor Drive, MOA Complex, Pasay City

c/o the MICE DEPARTMENT

The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

Any partnerships or sponsorships secured by the TPB that offset costs must be deducted from the final billing submitted.

**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. CONTACT INFORMATION**

**KYLE RANDY B. ROBLES**

Project Development Officer II

Events Marketing and Services Division, MICE Department

[kyle\\_robles@tpb.gov.ph](mailto:kyle_robles@tpb.gov.ph)