

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER TO DEPLOY PAVILION GUIDES FOR THE PHILIPPINE PAVILION OPERATIONS IN WORLD EXPO 2025 IN OSAKA, JAPAN (13 April to 13 October 2025)

I. BACKGROUND

The Philippines is currently participating in the World Expo 2025 Osaka in Yumeshima, Osaka, Japan, from 13 April to 13 October 2025.

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

To ensure the successful implementation of this project, the TPB is looking for candidate who can work as Philippine Pavilion Guides to be deployed in Osaka, Japan from 15 May to 15 October 2025.

II. OBJECTIVES

1. To bridge the gap between visitors and the exhibits due to language barrier.
2. To provides personalized interactions, helping visitors navigate diverse exhibits in the Pavilion.
3. To ensure that all guests in the Philippine Pavilion can fully participate in the interactive exhibit, by providing information in Japanese language.

III. SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES

Item	Descriptions	No. of Pax	Schedule of Delivery
1	Pavilion Guides	3pax	01 June 2025
2	*Uniforms for the Guides (4-Male/1-Female) - Barong, 1 Blazer/ Jacket with Philippine Weave, Black and Khaki Pants, Kimono (same with the existing uniform of the Philippine Expo Secretariat)	5 sets	01 June 2025
3	Polo Shirts with lock up logo Maroon - 5pcs Gray - 5pcs Black Round Neck Shirt (5pcs) Polo with Embroidery (5pcs)	5 pcs per color - total 20 pcs	01 June 2025
4	Logistical requirements (air tickets, visa, comprehensive travel insurance)	3-pax	01 June 2025

	Specifications
1	<p>Pavilion Guides - 3pax</p> <p>Three (3) Pavilion Guides to provide services as follows:</p> <ol style="list-style-type: none"> 1. Pavilion Guides will be reported directly to the Pavilion Manager 2. Greet and welcome visitors 3. Guide the visitor into the Pavilion spaces 4. Controls flow of the visitors in the areas and queue lanes 5. Report significant matters during the debriefing 6. Provide special assistance to guests with special needs such as those in wheelchairs and other disabilities 7. Ensures a safe environment by maintaining clear passageways in the exhibit areas and reporting suspicious behavior to the Security on duty 8. During emergency situations, guides women and children first towards the exit area/s; 9. Other duties that maybe assigned from time to time <p>- The Pavilion Guides will report to the Pavilion six (6) days per week (with one day off per week)</p> <p>- With two (2) shifting schedule 1st shift - 8:00am to 5:00pm 2nd shift - 1:00pm to 10:00pm</p> <p>- Schedule of day off and shifting shall be determined by the Pavilion Manager, subject to adjustments to be agreed by both the PM and PG</p> <p>Qualifications of the Pavilion Guides:</p> <ul style="list-style-type: none"> • Filipino or Japanese citizen, of legal age • Fluent in both English and Nihongo • Good personality traits: friendly, enthusiastic, personable, confident, and extroverted. • Strong communication skills: good storytelling abilities, public speaking experience, and proficiency in relevant languages. • Customer service experience: previous experience in customer service or guiding tours. • Physical fitness: ability to stand or walk for extended periods and handle physically demanding tasks. • Knowledge base: Passion for travel, history, culture, and local attractions of the Philippines. • Educational background: BA in Linguistics - Japanese Language • Certification or training: certification or training programs that can enhance credibility and skills. <p>Documents to be submitted by the Pavilion Guides Applicants to validate their qualifications</p> <ol style="list-style-type: none"> 1. Updated Curriculum Vitae 2. Certificate for passing Japanese Language Proficiency Test or any evidence available

	3. True Copy of Grades from the School, if diploma is not yet available 4. Any other certificates issued (for any training or as Exchange Student in Japan) 5. Copy of SSS Application or SSS ID
2	Additional Five (5) sets of Uniforms for the Pavilion Guides <ol style="list-style-type: none"> 1. Barong (short sleeve) 2. Blazer/ Jacket with Weave 3. Black and Khaki pants 4. Kimono 5. Polo Shirt (Maroon and Khaki) 6. Black Shirt (short sleeve) 7. Polo with embroidery (Same with the existing uniform of the Philippine Expo Secretariat)
3	Roundtrip International air tickets for three (3) Pavilion Guides including comprehensive travel insurance for the duration of the trip and travel tax
4	Visa and other travel fees for three (3) Pavilion Guides

III. DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

The TPB shall provide the following:

- A. Shared accommodation for three (3) Pavilion Guides, for the whole duration of stay in Osaka, Japan
- B. Release of salary in the amount of JPY 12,760 per day including transportation allowance
- C. Visa assistance for the three (3) Pavilion Guides
- D. Expo accreditation passes
- E. Themed uniforms

IV. PROJECT IMPLEMENTATION SCHEDULE AND DURATION OF THE PROJECT

The project shall commence from the date of receipt of the Notice to Proceed until 13 October 2025.

V. ADDITIONAL TECHNICAL REQUIREMENTS **Qualifications for Bidder**

1. Must be Filipino owned, operated, and legally registered Company under Philippine laws and must be in operation for the last five (5) years.
2. Bidders must have handled at least three (3) similar projects for the last five (5) years. Similar projects refer to provisions of talents, speakers, performers, and the likes intended for international events including logistical requirements.

VI. OTHER TERMS AND CONDITIONS

1. The TPB shall not be held liable for any loss or damage to the person or property of the Pavilion Guides that may occur on the premises for any reason.

2. In case the Pavilion Guides involve in any illegal activities (such as being ill-whistlers/ undocumented/ TNT immigrants), the TPB will not be held liable. Instead, the supplier will be held accountable and will be responsible for compensating the TPB for any resulting damages.
3. No employee-employer relationship shall be established between TPB and the Pavilion Guides.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The **ABC** is **FIVE HUNDRED THOUSAND PESOS ONLY (PhP520,000.00)**, inclusive of all applicable fees and taxes, chargeable against the budget of the World Expo 2025 Budget for COB 2025.

VIII. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered.

Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

IX. PROJECT OFFICERS' CONTACT INFORMATION

Name : Roselle D. Romero
Email Address : roselle_romero@tpb.gov.ph

Name : Paula Jesusa C. Granale
Email Address : paula_granale@tpb.gov.ph

*** Nothing Follows ***