

TECHNICAL SPECIFICATIONS
Service Provider for the Implementation of the Social Functions of PHITEX + MICECONnect 2025
PHILIPPINE TRAVEL EXCHANGE (PHITEX) + MICECONnect 2025
08 – 10 September 2025 | Metro Manila

I. BACKGROUND

PHITEX stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed qualified buyers from around the globe, affording them the opportunity to engage in meaningful table-top business appointments with distinguished Philippine sellers. Moreover, it enables participants to experience the allure of various Philippine tourism destinations through pre-and post-events, all with the overarching goal of bolstering tourist arrivals into the country.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters a spirit of collaboration among participants in promoting affordable and competitive tourism packages.

Notably, even amid the challenges posed by the pandemic, TPB demonstrated resilience and innovation by hosting the PHITEX Hybrid Edition in September 2020 in Panglao, Bohol, an online travel trade show that opened new doors to tourism stakeholders across the globe.

Building upon the momentum, PHITEX 2021 ventured outside of Manila and chose Subic as its host, while PHITEX 2022 saw its return to Manila with international buyers able to physically attend.

Meanwhile, MICECONnect, the second phase of the Philippine MICE Conference, more popularly known as MICECON, is aimed at fostering connections between Philippine MICE sellers and international buyers.

Following the educational platform brought by MICECON for the local MICE industry together with the lessons learned by the host destination in planning and implementing an important industry event, MICECONnect serves as a platform to showcase the country's world-class MICE destinations and services during the familiarization/inspection trips of MICE organizers while enabling direct business-to-business (B2B) engagements between MICE buyers and sellers.

Given this, the TPB is in need of a service provider who will conceptualize, implement, and manage the social functions of the event and provide the necessary physical and technical equipment, talents/workforce / personnel and all that is necessary for the successful conduct of the said component of the event.

For this year, the PHITEX + MICECONnect will run from 08-10 September 2025 and will have the theme: **"TOURISM TRANSFORMED: Cultivating Connections, Driving Sustainability"**.

II. OBJECTIVES

- Provide a venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers, with the possibility of securing booking on-site or at least business leads
- Communicate to the global market that tourism in the Philippines is safe and is flourishing with its new and improved product offerings
- Increase awareness of the Philippines as an ideal MICE destination
- Establish a positive image of the Philippines in the global MICE market

- Facilitate networking opportunities between Philippine MICE suppliers and international and local buyers
- Generate potential business for the Philippines MICE Stakeholders

III. SCOPE OF DELIVERABLES

Item	ENTERTAINMENT PROGRAMS	STATEMENT OF COMPLIANCE (Comply/Not Comply) *to be filled up by the bidder																
1	<p>Conceptualization* of a themed entertainment production/program that would best present the following event components of PHITEX + MICECONnect 2025:</p> <table><tr><th>Date/Time</th><th>Activity</th><th>Venue</th><th>Remarks</th></tr><tr><td>08 September 2025</td><td>PHITEX Welcome Cocktails</td><td>To be advised</td><td>within Pasay, the same venue of TRAVEX</td></tr><tr><td>09 September 2025</td><td>Philippine Reception for PHITEX and MICECONnect 2025</td><td>To be advised</td><td>within Pasay, the same venue of TRAVEX</td></tr><tr><td>10 September 2025</td><td>MICECONnect Farewell Cocktails</td><td>To be advised</td><td>Outside TRAVEX venue</td></tr></table> <p><i>*Concept to be presented should be:</i></p> <p>a. New/fresh, anchored on the approved theme of the PHITEX and MICECONnect 2025: <u>“TOURISM TRANSFORMED: Cultivating Connections, Driving Sustainability”</u></p> <p>b. Have a holistic approach/weave together the program from the opening to the closing ceremony aligning to the above-mentioned theme of PHITEX and MICECONnect 2025</p> <p>c. Make use of the latest technology/innovative approaches</p>	Date/Time	Activity	Venue	Remarks	08 September 2025	PHITEX Welcome Cocktails	To be advised	within Pasay, the same venue of TRAVEX	09 September 2025	Philippine Reception for PHITEX and MICECONnect 2025	To be advised	within Pasay, the same venue of TRAVEX	10 September 2025	MICECONnect Farewell Cocktails	To be advised	Outside TRAVEX venue	
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2	<p>Provision of the following items that comprise all the aspects required to be able to produce the themed entertainment programs of PHITEX and MICECONnect 2025:</p> <p>A. Event/Production Team that will oversee the light, sound, special effects, audiovisual, and other physical and technical requirements, to include but not limited to:</p> <p>a. Director</p> <p>b. Stage Manager</p> <p>c. Script Writer</p> <p>d. Venue/stage designer</p> <p>e. Technical (light and sound) Director</p> <p>f. Production Manager</p> <p>g. Graphic designer (for digital graphics)</p> <p><u>Note:</u> <i>In case the winning supplier is handling more than one (1) of any PHITEX+MICECONnect 2025 services (i.e. TRAVEX, etc.), the</i></p>																	

supplier should ensure a separate team/staff dedicated to handle PHITEX+MICECONnect 2025 social functions events only.

- B. The entertainment plans for the above events should depict a fresh, dynamic, and unique approach featuring the best and most appropriate Filipino artists and performers and focus on the networking aspect.
- C. Program flow/detailed scenario/script based on the approved program.
- D. Appropriate and sustainable* venue décor/execution and construction for the abovementioned events to include, but not to be limited to:
 - a. Stage construction
 - b. Venue styling (including table decor and centerpieces)
 - c. Venue enhancements
 - d. Welcome arc/structure, as needed/applicable
 - e. Activity areas (ex: 360 photo booth, etc.)

Note: Bidder should include proposed sustainability initiatives and sustainable aspects of their design
- E. Physical and technical requirements accompanied by the necessary personnel complement for the abovementioned events, and coordination with the technical teams of the selected venue for the setup and installation of all physical and technical requirements, to include, but not to be limited to the following:
 - a. Sound System (speakers, microphones, etc.)
 - b. Lighting equipment and special effects
 - c. LED screen, backdrop, stage/set design
 - d. Digital signages within and around the conference venues, as applicable
 - e. Close circuit camera and dedicated camera/s for documentation purposes
 - f. Genset as necessary
- F. Talents for the above-mentioned events
 - a. Voice over talent
 - b. Musical Arranger
 - c. Entertainers/Singers, Dancers, and other talents (for Welcome Dinner Reception and Networking Cocktails), including all necessary costumes and props. Talents that are home-grown/with roots from the local destination, may be utilized.
 - d. Showband and dance instructors (DIs)
- G. Sustainable themed dinner tokens for each function:

Event Function	Estimated Number of Tokens / Attendees	Estimated Budget
PHITEX Welcome Cocktails	250	PhP500.00 / token

	Philippine Reception for PHITEX+ MICECONnect	410	PhP1,000.00 / token
	MICECONnect Farewell Cocktails	220	PhP500.00 / token
	<p>a. Supplier to provide at least three (3) options per category, <u>photos of options to be included in the technical bid</u></p> <p>b. Items/Products and their packaging should be high quality, eco-friendly, and sustainable.</p> <p>c. Should include TPB compliments tag (design to be provided by TPB)</p> <p>d. Brief description of items for the giveaways during the Philippine Reception for PHITEX+ MICECONnect</p> <p>e. All tokens should be fully delivered to the PHITEX and MICECONnect venue on or before 06 September 2025</p> <p>H. Photo and video documentation of all presentations in the sessions and all event/show presentations, and provide the following items about the event documentation:</p> <p>a. Camera lens with the following specifications:</p> <ul style="list-style-type: none"> • RF-Mount Lens/Full-Frame Format • Aperture Range: f/2 to f/22 • Ultra-Low Dispersion Elements • Ring-Type Ultrasonic Motor AF System • Customizable Control Ring • Rounded 9-Blade Diaphragm • Filter Size: 95mm <p>b. Two (2) units of an External hard drives (should be 1TB) containing all the raw and edited photo and video files of the event coverage</p> <p>c. One (1) minute HD resolution (4k 30fps) edited video / highlight reel in portrait and landscape orientation. Final output will be subject to TPB's final approval.</p> <p>I. Provision of the following during the Philippine Reception for PHITEX + MICECONnect 2025:</p> <p>a. Laser colored printer with A4 papers</p> <p>b. Podium stand with DOT, LTP, and TPB logos</p> <p>c. Tabletop menu cards and name cards (for VIP tables) (designs to be provided by TPB)</p> <p>J. Management and implementation of the entertainment productions/program, as approved. Includes transportation (land/air, as applicable), food, and accommodation of the event management/PCO team and talents (to include hospitality and technical rider) and music licenses as necessary</p> <p>K. Contingency Requirement Budget of PhP135,000.00 for miscellaneous expenses such as photocopying services, office supplies, corkage fees, additional plants and flower arrangements and other onsite-related expenses, as may be required by the TPB during the event. Based on the</p>		

	actual cost with prior approval of TPB before purchase, and supported with official receipt and/or sales invoice.	
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IV. TERMS AND CONDITIONS:

- a. The TPB shall have full ownership of all the data/content gathered and presented (both in hard and softcopy files) from the event, as applicable
- b. The winning bidder will be bound by and should comply with Republic Act No. 10173 otherwise known as the “Data Privacy Act of 2012”.
- c. The financial proposal of the bidder should cover all expenditures of the production team to include:
 - Professional fees of talents/performers and production team
 - Music licenses and arrangements as necessary
 - Transportation, meals, and hotel accommodation of the performers and production team during the event proper
 - Venue styling and construction of venue backdrops/arches and signages, as applicable
 - Rental of physical and technical equipment
 - Creatives for artworks and design
 - All other necessary expenses in connection to the staging/conduct of the event

V. BIDDER’S ELIGIBILITY REQUIREMENTS

A. Firm/Company

The firm/company must be Filipino-owned and legally registered as an **Events Management Company (EMC)/Production House/Philippine Congress Organizer** under Philippine laws and must be in operation for the last three (3) years, handling similar projects.

The firm/company should have satisfactorily handled an entertainment program requirement, as an EMC/Production House, with the same magnitude* as Philippine Travel Exchange (PHITEX), MICE Conference, and MICECONnect and must have a minimum experience of at least three (3) years in implementing, participating, and handling entertainment productions featuring Filipino artists and talents/similar events, whether international or local, corporate or government-organized. **Bidder must submit a list of events similar to the requirement handled in the past three (3) years, supported by a Certificate of Satisfactory Completion, to be included in the technical bid.**

**bespoke themed entertainment program for a national government event/private event with high-profile attendees/ an international audience*

B. Key Personnel

Events Management Company/Production House/Entertainment Production Company team members must have experience in organizing entertainment productions whether corporate or government-hosted events with international participants in the Philippines and abroad.

Team Member (minimum of one (1) each)	Required Years of Experience
Director	10
Technical (light and sound) Director	10
Stage Manager	10

Production Manager	10
Script Writer	10
Venue/stage designer	5
Event Coordinator	3
Graphic designer (to complement the production number / show with projected digital graphics as well as program flow)	3

Must submit a CV with a list of handled international corporate/government-hosted events in past projects (similar in nature), together with the technical bid envelope.

C. Plan of Approach

Bidders must submit their Plan of Approach for all the abovementioned together with the technical bid envelope

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FOUR MILLION FIVE HUNDRED THOUSAND PESOS (PHP4,500,000.00)**, inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

PARTICULARS / MILESTONES	PAYMENT TERMS
Upon approval of the Plan of Approach of the PHITEX Welcome Cocktails, Philippine Reception for PHITEX+ MICECONnect, and MICECONnect Farewell Cocktails, as well as approval of the final list of performers	1 st Tranche: 30%
Upon satisfactory completion of all deliverables and submission of the Project completion report and documentation	2 nd Tranche: 70%

- Willing to provide services on a send-bill arrangement based on the entire actual cost.
- Payment shall be made within thirty (30) working days upon submission of the Statement of Account and submission of milestones per tranche.
- 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.

VIII. PROJECT OFFICERS CONTACT INFORMATION

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