

**TECHNICAL SPECIFICATIONS**  
**SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF THE PHILIPPINE PARTICIPATION IN THE**  
**INTERNATIONAL TOURISM AND TRAVEL SHOW (ITTS) 2025**  
Palais des Congr s, Montreal, Quebec, Canada  
07 - 09 November 2025

**I. BACKGROUND**

The International Tourism and Travel Show (ITTS) 2025 is Canada’s biggest annual travel and consumer show with more than 100 participating countries represented by their tourism offices, tour operators, and agents, held annually at Palais des Congr s, in Montreal, Canada. The show will run for three (3) days and will welcome consumers (B2C) and travel professionals (B2B) who attend to meet the travel experts and learn about global destinations and activities.

The 34th edition of the ITTS, held from 01-03 November 2024, welcomed 200 exhibitors, showcased 350 travel destinations, and attracted 31,766 visitors (compared to 29,688 in 2023). Notably, 86.31% of visitors found inspiration or valuable information for their future travels.

For 2025, the Tourism Promotions Board (TPB) Philippines and the Philippine Department of Tourism New York (PDOT-NY) will be setting up a 20x20 (36sqm) booth to showcase the country’s premier destinations and unique experiences. The proposed booth design includes one information counter and four (4) tables for the participating private sector partners.

**II. OBJECTIVES**

1. Increase Philippine awareness in the Quebec market by increasing its visibility and attraction to Canadian travelers;
2. Position the Philippines as a premier destination for nature, adventure, and leisure, highlighting its unique offers to Canadian visitors;
3. Educate and engage the Canadian travel trade, agencies, and consultants about the Philippines, encouraging them to develop and promote tour programs tailored to Canadian travelers;
4. Foster business relationships with Canadian tour operators and wholesalers, encouraging partnerships and expanding opportunities for collaboration;
5. Build and maintain a comprehensive database of potential trade partners and clients, supporting business development and partnerships; and
6. Drive on-site sales for Philippine private sectors, showcasing the value of their offerings.

**III. SCOPE OF WORK/DELIVERABLES**

**A. BOOTH OPERATIONS:**

Particulars
<b>Lunch Meals at the Philippine Booth for eight (8) pax</b> (USD20.00/pax/per day) Provision of food and beverage for four (4) Philippine Sellers and four (4) French Interpreters on the following dates: <ul style="list-style-type: none"><li>• 07 November 2025</li><li>• 08 November 2025</li><li>• 09 November 2025</li></ul>
<b>Snacks and Refreshments at the Philippine Booth</b>

Provision of snacks and refreshments such as hot and cold water, juice, brewed coffee, tea, nuts and candies on the following dates, to be replenished as necessary: <ul style="list-style-type: none"> <li>• 07 November 2025</li> <li>• 08 November 2025</li> <li>• 09 November 2025</li> </ul>
<b>Debriefing Dinner</b> (PhP40,000.00 or its equivalent to USD) <ul style="list-style-type: none"> <li>• Date: 09 November 2025 (TBC)</li> <li>• Time: 09:30 PM onwards (maximum of 4 hours)</li> <li>• Venue: Montreal, Quebec, Canada</li> <li>• No of Pax: 12 pax (minimum guaranteed)</li> <li>• Menu (not Filipino cuisine): For approval of TPB</li> </ul>
<b>Coordinator from the Service Provider</b> <ul style="list-style-type: none"> <li>• Must coordinate closely with the TPB/DOT personnel for the requirements and must be physically present before, during, and by the end of the event.</li> <li>• All travel expenses such as accommodation, air tickets, insurance, meals, etc., must be shouldered by the service provider.</li> </ul>

**B. TRAVEL, ADMINISTRATIVE AND LOGISTICAL EXPENSES:**

Particulars
<b>Personnel Support/French Interpreters/French-speaking Promodiser (4 pax) - Daily rate of USD300.00/pax/day (total of 3 days)</b>  Qualifications: <ul style="list-style-type: none"> <li>• Should be able to speak English and French.</li> <li>• Should have had experience as a promodiser (CV must be submitted 10 calendar days upon receipt of NOA).</li> </ul> Summary of actual duties: <ul style="list-style-type: none"> <li>• Provide translation assistance to PH sellers and TPB/DOT personnel.</li> <li>• Actively attract visitors to the booth, encourage visitors' participation in booth activities, if any.</li> <li>• Services to be rendered for eight (8) hours per day or for the full duration of ITTS 2025 each day, for a total of three (3) days.</li> </ul>
<b>Transportation for Logistical Requirements (5 days)</b> One (1) van that will transfer luggage and promotional materials on the following dates: <ul style="list-style-type: none"> <li>• 05 November 2025: Montreal Airport to hotel</li> <li>• 06 November 2025: hotel to event venue</li> <li>• 07 November 2025: hotel to event venue to hotel</li> <li>• 08 November 2025: hotel to event venue to hotel</li> <li>• 09 November 2025: hotel to event and back to hotel</li> <li>• 10 November 2025: hotel to Montreal Airport</li> </ul> <b>Note:</b> Includes licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.
<b>Air Tickets of two (2) PDOT New York Representatives (New York – Montreal (YUL) – New York)</b> <ul style="list-style-type: none"> <li>• Economy Class</li> <li>• With 23kgs/50lbs baggage allowance</li> <li>• Rebookable, reroutable, and refundable</li> <li>• Must be inclusive of all applicable tax and surcharges</li> </ul>
<b>Comprehensive Travel Insurance</b> of two (2) PDOT New York Representatives worth U\$D150.00/pax
<b>Translation of Eight (8) Philippine Destination Brochures to French</b>

1. Philippine Omnibus Primer
2. Dive Brochure
3. National Capital Region
4. Cordillera Administrative Region
5. MIMAROPA
6. Western Visayas
7. Central Visayas
8. CARAGA

**Note:**

- *Soft copies of the English brochure will be provided by the TPB to the translator.*
- *Translated soft copies of the brochures to be sent to TPB subject to approval.*

**Printing of Philippine Destination Brochures**

- (150pcs) Philippine Omnibus Primer – English
- (150pcs) Philippine Omnibus Primer – French
- (150pcs) Dive Brochure – French
- (150pcs) National Capital Region – French
- (150pcs) Cordillera Administrative Region – French
- (150pcs) MIMAROPA – French
- (150pcs) Western Visayas – French
- (150pcs) Central Visayas – French
- (150pcs) CARAGA – French

**Printing specifications:**


- **Philippine Omnibus Primer:**
  - Paper Size: A3 297mm x 420mm
  - Paper Stock: Constellation Snow White (130 gsm)
  - Paper Color: White
  - Print Color: Full color both sides
  - Printing Process: Offset printing
- **Dive Brochure Specifications:**
  - Spread: 29.7cm (width) x 42cm (height)
  - Folded: 10cm (width) x 21cm (height)
  - Folding: 6 panels front and back with folding
  - Paper Stock: Matt art paper 80lbs
  - Print Color: Full color both sides
  - Printing Process: Offset printing
- **Regional Brochure Specifications:**
  - Spread: 59.50cm (width) x 42cm (height)
  - Folded: 10cm (width) x 21cm (height)
  - Folding: 6 panels front and back with accordion fold
  - Paper Stock: Matt art paper 80lbs
  - Print Color: Full color both sides
  - Printing Process: Offset printing

**Note:**

- *Final brochures to be translated and printed will be confirmed as the TPB is currently finalizing the new/updated brochures.*

<ul style="list-style-type: none"> <li>• <i>Printing must be done in Montreal, Quebec, Canada to minimize excess baggage costs from Manila to Montreal. In case the supplier is unable to secure a printing service in Montreal, printing may be done in Manila; however, all shipping and other related expenses must be shouldered by the supplier at no cost to TPB.</i></li> <li>• <i>Brochures must be delivered to the event venue on 06 November 2025.</i></li> </ul>
<b>Excess Baggage Allowance (Manila – Montreal)</b> with a maximum amount of US\$ 1,000.00
<b>Miscellaneous expenses</b> in the amount of PhP10,000.00 or approximately US\$ 169.49 such as photocopying/printing expenses, office supplies, first aid kit, and other onsite expenses to be approved by TPB prior to purchase.
<b>Note:</b> <i>Billing must be based on the actual cost, supported with receipts.</i>

### C. PROMOTIONAL GIVEAWAYS

Particulars	
<b>Tote Bag</b> <b>Quantity:</b> 300 pcs. <b>Estimated cost:</b> PhP200.00/pc  <b>Specifications (Sample Material TBA):</b> <b>Dimensions:</b> 14"(w) x 13.5"(h) x 2.75" base <b>Material:</b> Catcha/Polyester in various colors <b>Print:</b> Line-Art Design <b>Design:</b> Sustainable, Community-based, light weight	
<b>Green peas with dried mango bits (20g x 12 pcs/pack)</b> <ul style="list-style-type: none"> <li>• 30 packs – PhP280.00/pack</li> </ul>	
<b>Dried mangoes produced and manufactured in the Philippines (100g)</b> <ul style="list-style-type: none"> <li>• 300 pcs. – PhP133.00/pc</li> </ul>	

#### Notes:

- *No price tag visible on the promotional giveaways.*
- *The winning bidder must provide a sample of the above-mentioned promotional giveaways to be approved by TPB before production and delivery.*
- *Revisions on the submitted samples must be submitted to TPB five (5) working days after receipt of the feedback; maximum of three (3) revisions. Otherwise, the TPB has the option to cancel the contract.*

### IV. PROJECT IMPLEMENTATION SCHEDULE

Date	Activity
On or before 10 October 2025	Full delivery of the promotional giveaways at Legaspi Towers 300 (TPB office)
06 November 2025 (TBC)	Delivery of brochures printed in Montreal
28 October 2025 (TBC)	Pre-event coordination meeting
07-09 November 2025	ITTS 2025 event proper

## **V. ELIGIBILITY REQUIREMENTS**

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company/Project Management Company with experience in event organization and implementation; preferably with a counterpart in Canada;
2. Must be in operation for at least three (3) years; and
3. Must have organized and implemented at least one (1) fair/event with an international participation or audience, preferably in the US and/or Canada. Submit a list of organized and implemented fair/event with an international participation or audience, preferably in the US and/or Canada, to be submitted together with the Technical Bid.
4. Must not have a rating below 3.3 in the External Providers' Performance Evaluation (EPPE) of TPB's project/s in the last 12 months. Submit a Certificate of Satisfactory Performance from the Tourism Promotions Board. *(Not applicable to new bidders)*

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

The Approved Budget for the Contract (ABC) is **NINE HUNDRED TWENTY-THREE THOUSAND THREE HUNDRED SIXTY-EIGHT PESOS ONLY (PHP923,368.00)**, inclusive of service charge and other applicable fees and taxes.

## **VII. TERMS OF PAYMENT**

- Must be willing to provide services on a "send-bill" arrangement based on the actual costs incurred.
- Processing of payment shall thirty (30) working days and shall be initiated upon certification by the end-user of completion of services and issuance of billing statements/statement of account, accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Full payment will be on the send-bill arrangement to the TOURISM PROMOTIONS BOARD (TPB) PHILIPPINES after the completion of all services.
- The supplier is encouraged to have a LandBank account. Payment will be made through LBP bank deposit. In case the supplier does not have LandBank account, bank charges will be shouldered by the supplier.

## **VIII. CONTRACT DURATION**

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

## **IX. CONTACT INFORMATION**

Please get in touch with the project officer, Ms. Ochie Cruz of The Americas Division, International Promotions Department, through the email address at [ochie\\_cruz@tpb.gov.ph](mailto:ochie_cruz@tpb.gov.ph) or telephone numbers (02) 8525 9318 to 27 local 232 for details.