

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 36TH PHILIPPINE TRAVEL MART

I. BACKGROUND

The Philippine Tour Operators Association (PHILTOA) is the biggest association of tour operators in the country advocating for responsible and sustainable tourism and the promotion of Philippine internal tourism (inbound and domestic tourism).

The Philippine Travel Mart (PTM) began as a government program and was turned over to PHILTOA in 1994, with the mandate to organize the event annually. Now on its 36th year, PTM is recognized as the longest-running travel trade exhibition in the Philippines, considered an institutional event strongly supported annually by TPB.

II. OBJECTIVES

The three-day trade fair aims to:

- Promote and showcase the diverse tourism offerings of the Philippines, providing a platform for our stakeholders to present their destinations, attractions, accommodations, and travel services to a wide audience of travel enthusiasts and industry professionals;
- Encourage domestic travel within the Philippines by highlighting the various destinations and the government's tourism programs available, aiming to inspire Filipinos to explore their own country and discover its beauty and cultural heritage;
- Serve as a venue for travel industry stakeholders to connect and establish business relationships, providing opportunities for tour operators, travel agencies, hotels, airlines, and other tourism-related businesses to interact with potential clients, partners, and suppliers; and
- Promote sustainable tourism by encouraging sustainable and responsible tourism practices, inspiring audiences to support eco-friendly and community-based tourism initiatives that prioritize environmental conservation, cultural preservation, and the well-being of local communities.

III. SCOPE OF WORK/ SERVICES

A. Land Transportation

Date	Route	Number of Van / Units
04 September 2025 (ingress)	TPB office – SMX and vice versa; within Metro Manila, as necessary for project errands and airport transfers for featured artisans	2
05 September 2025		
06 September 2025		
07 September 2025		
08 September 2025		

(egress)		
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- Dates are subject to change.
- Van unit year model must be at least 2022 or not more than three (3) years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L.
- Maximum use of 18 hours per day inclusive of overtime and driver's fee, overtime, food, parking fees, toll fees (if necessary).
- Includes third-party liability insurance.
- With daily provision of wet tissues, alcohol, mineral water, mint.
- First Aid kit and umbrella on board.
- Equipped with GPS or Waze.
- Driver should have strong navigation skills, uniformed, presentable and well-trained.

B. Other Logistics for Artisans

Transportation for Artisans (via air/land)

- Issuance of domestic air tickets for three passengers, including a 40 kg baggage allowance each, for the route TBA-Manila-TBA (with the farthest possible origin being Zamboanga); alternatively, provision of roundtrip van transfers should travel be by land. Supplier should be able to make arrangements for courier requirements of the weavers for maximum of 50 kg for their loom equipment

Honorarium for Artisans

- Provision of honorarium for maximum of two (2) featured artisans amounting to Php6,500.00 per pax per day for 3 days. Should be supported with acknowledgement receipt/voucher.

Accommodation for Artisans

- Provision of one (1) triple-sharing room (business scale) for the 2 featured artisans and 1 accompanying LGU officer inclusive of daily breakfast complete basic room amenities (daily water, towel, toiletries) for four (4) nights

C. Booth Gamification, Tokens and Giveaways for Presentors and VIPs

- Provision of 500 pcs of canvass bag with "Love the Philippines" logo. Layout to be provided by the TPB.
- Provision of giveaways/tokens for the following:
 - 50 sets for Onstage Winners amounting to Php1,000.00 per set
 - 20 sets for Presentors amounting to Php1,500.00 per set
 - 20 sets for VIPs amounting to Php2,500.00 per set
- **Note:**
 - The giveaways/souvenirs must be practical and locally made
 - 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 the TPB
 - TPB's approval must be secured for both the design and packaging prior to mass production.

D. Provision of Food and Beverages

- Provide meals for:

Dates	Meal Requirement	Minimum Guaranteed
05 September 2025 (Opening Day)	Lunch <i>*amounting to maximum of PhP800/pax</i>	35
	PM snacks <i>*amounting to maximum of PhP400/pax</i>	35
	Dinner <i>*amounting to maximum of PhP800/pax</i>	35

- **For lunch/dinner:** to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert, and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box. **For snacks:** pasta and/or sandwiches are preferred
- Complete dining set-up; Able to provide microwave, table, and chairs with linen cover; Should be an SMX-accredited caterer
- **Other F&B:** Provide featured delicacy per day amounting to maximum of PhP5,000.00 per day for 3 days (VIP lounge)
- All meal requirements to be selected and approved by the TPB

E. Provision of Photo and Video Team

- Provision of at least 1 professional videographer, 1 professional photographer and 1 editor to cover the 3-day event and to provide a consolidated output stored in a Hard Drive. Schedule as follows:

Date	Schedule
05 September 2025	7AM – 1PM (To cover opening, booth tour of VIPs, onstage and booth activities)
06 September 2025	1PM – 6PM (To cover onstage and booth activities)
07 September 2025	2PM – 8PM (To cover onstage, booth activities, event closing)

**Schedule subject to change without prior notice*

- Should be able to submit:
 - ✓ 2-3 minute editorial event highlight video to be submitted on 08 September 2025. Must be able to edit and finalize the video as necessary.
 - ✓ At least 300 color-enhanced photos.
 - ✓ Raw photos and videos.
 - ✓ Edited 30- to 60-second video for social media postings by TPB, daily.
- Submitted photos and videos shall be fully-owned by the TPB.
- All provisions for the photographers and videographers must be inclusive of meals, accommodation, and overtime charges.

F. Printing of Banners A4 Pull-up Banners

Quantity	:	4 pcs
Size	:	A4 Size (8.27"x11.69")
Color Requirement	:	Full color prints
Material Composition	:	Aluminum with pull-up mechanism
Tarpaulin Material	:	10 oz
Printing Process	:	Digital
Packaging	:	Individually packed in a carrier bag
Other Requirements	:	Should have sturdy base and clip rail with 2 twist-out pole for assembly
Print Turnaround	:	10 calendar days upon TPB's submission of final layout

Pull-up Banners

Quantity	:	2 pcs
Size	:	2.76 ft width x 6.5 ft height
Stock	:	Matte Fabric Banner Universal 150 gsm
Color	:	Full color on digital printing process
Finishing	:	Loose sheets
Color Requirement	:	Full color prints
Material Composition	:	Aluminum with pull-up mechanism
Packaging	:	Individually packed in a cylinder bag with strap/carrier bag
Other Requirements	:	Should have sturdy base and clip rail with 2 twist-out pole for assembly
Print Turnaround	:	10 calendar days upon TPB's submission of final layout

G. Other Logistical Requirements

- Provision of booth housekeeper for *12 hours per day x 5 days* (including ingress and egress) with maximum fee of Php1,500.00 per day. Should be supported with acknowledgement receipt/voucher.

Duties and Responsibilities of Booth Housekeeper:

1. To facilitate the physical transfer of giveaways, printed collaterals, supplies, equipment, and other items required during the event, between the storage area/s and TPB booth, and delivery vehicle to venue/booth, as needed during the 3-day event
 2. To secure the storage areas (main storage and mini-storage areas) where TPB property is kept.
 3. To maintain cleanliness and upkeep of the 135-sqm booth space
- Provide a maximum aggregated cost of Php3,000.00 for communication/data allowance for ten (10) TPB personnel or Php300.00/pax.
 - Provide a maximum aggregated cost of Php28,000.00 for the booth supplies, contingency fund, and sanitary supplies.

Breakdown:

Particulars	Amount
Booth Supplies	13,000.00
Contingency fund	10,000.00
Sanitary Supplies	5,000.00
Total Amount	28,000.00

IV. **ADDITIONAL ELIGIBILITY REQUIREMENTS**

- Must be a Filipino-owned, operated, and legally registered Company under Philippine laws and must have been in operation for the last three (3) years.
- Must have previously completed a minimum of three (3) projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations. Required to submit a list of completed projects from 2021-2024;
- Must be a DOT-accredited tourism establishment. Required to submit either a valid DOT-accreditation certificate or a provisional accreditation certificate.

V. **PROJECT IMPLEMENTATION SCHEDULE**

What : 36th Philippine Travel Mart

Where : SMX Convention Center Manila

When : 04-08 September 2025, inclusive of ingress and egress (*indicative dates*)

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

The Approved Budget of the Contract (ABC) is **EIGHT HUNDRED FORTY-NINE THOUSAND PESOS ONLY (PhP849,000.00)**, inclusive of applicable taxes and fees.

VII. **TERMS OF PAYMENT**

Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of the services.

VIII. **CONTRACT DURATION**

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

IX. **PROJECT OFFICER'S CONTACT INFORMATION**

For particulars, please contact the following:

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