

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF TRAVEX GIVEAWAYS FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2025

I. BACKGROUND

Philippine Travel Exchange (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-event tours, all with the overarching goal of bolstering tourist arrivals in the Philippines.

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.

II. OBJECTIVES

- Invite a maximum of 60 international buyers from TPB markets and 80 Philippine seller companies to participate in the event.
- Provide a venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers with 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; and
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

III. SCOPE OF WORK/SERVICES

TRAVEX GIVEAWAYS

1. DELEGATE KITS FOR BUYERS AND SELLERS

Body

Height: 40 cm

Length: 30 cm

Width/Depth: 5 cm

Interior pockets: 5

Exterior pockets: 3

Interior laptop pocket with cushion: 1

Features: 3 way bag (top handle, attache and backpack)

Bag exterior material: Acid wash faux

Bag interior material: Nylon with Love the Philippine Branding

Logo: Debossed

Packaging: Individually packaged in customized box

Outer Size: approx. 44.2 cm (L) and 30.2 cm (W) x 8cm (H)

Inner Size: approx. 44cm (L) x 30cm (W) x 10 cm (H)

Printing: Foil Print

Love the Philippines Logo size: (to be confirmed)

Quantity: 350 pcs

Unit Price: PhP1,850.00

Note: Approximate size may have a difference of 1cm-2cm in manual measurements.

Sample photo:



2. CANVA BAGS for Buyers and Sellers (Souvenir upon the submission of post event form)

- **Body (closed)**
 - Height: 11 cm
 - Length: 20.5 cm
- **Body (opened)**
 - Canvass
 - Height: 36 cm
 - Length: 31 cm
 - Width/Depth: 13 cm

Zip Pouch Body (Opened)

Height: 22 cm
Length: 20.5 cm

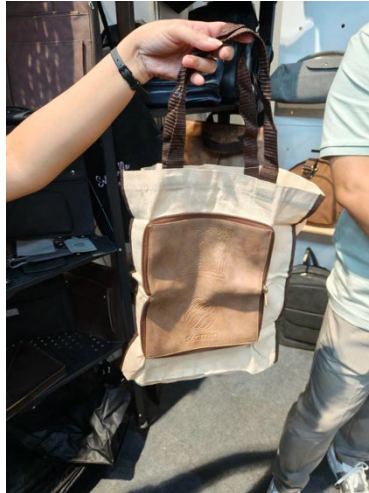
- **Features:** foldable canvass tote with one large pocket

- **Bag material:** Acid Wash Faux leather and plain canvass “Kasta”
- **Logo:** Debossed

Quantity: 350 pcs

Unit Price: PhP500.00

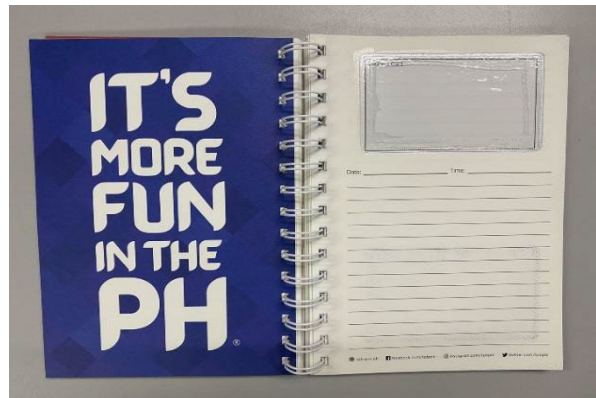
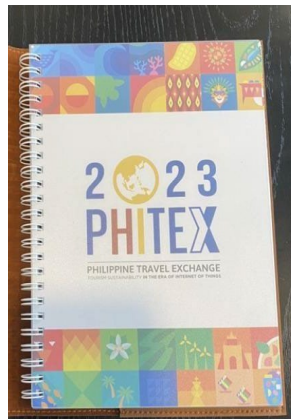
Sample photo:



3. APPOINTMENT NOTEBOOKS WITH CARD HOLDERS

- **Size:**
 - Cover folded: 13.50 cm (w) x 19.50 cm (h)
 - inside: 13.50 cm (w) x 19.50 cm (h)
 - Card plastic holder: 9.00 cm x 6.30 cm
- **Color Requirement:**
 - Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front & back cover)
 - Inside: 40 leaves, 1 color both sides
 - Breaker: 5 leaves – divider, full color both sides (Graphics will be provided by TPB)
- **Material Preference:**
 - Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front & back cover)
 - Inside pages: Rives Tradition ultra-white 100 gsm
 - Breaker: Rives Tradition ultra-white 170 gsm
 - Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate)
- **Printing:** Offset printing
- **Quantity:** 300 pcs
- **Unit Price:** PhP350.00

Sample Photo:



4. BALLPEN

- Size: 1.00-1.10 cm dia x 5.5'H
- Material: Metal, Plastic and Rubber
- Print Process: Direct to Film (DTF) / Rubber Printing
- Mechanism: Retractable type
- Tip: Metal cover
- Ink : Black
- Clip: Silver
- Weight: 0.5g
- Quantity: 300 pcs
- Unit Price: PhP90.00
- Graphics will be provided by TPB

Sample Photo (actual sample to be provided by TPB):



IV. PROJECT IMPLEMENTATION SCHEDULE

Target Delivery Date: On or before 04 September 2025

Place of Delivery: TPB Office 6th Floor Five Ecom Center, Harbor Drive
MOA Complex, Pasay City

Date of Implementation: 06-09 September 2025

V. QUALIFICATION OF BIDDERS

- A. 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 in production of corporate giveaways;
- B. Must submit Local Government Unit (LGU) certificate or barangay certification that attest the item is made within the community to ensure that the supplier is a locally owned business; and
- C. Prospective bidders to submit an actual sample material of the above-mentioned requirements together with the quotation. Failure to submit an actual sample based on the above specifications will result in disqualification.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **NINE HUNDRED FIFTY-FOUR THOUSAND PESOS ONLY (PhP954,500.00)** inclusive of service charge and all applicable taxes. The cost of items in the quotation should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the ABC.

VII. TERMS OF PAYMENT

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES 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.

MICHAEL M. MALONDA

Project Manager

Philippine Travel Exchange (PHITEX) 2025

6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

The supplier must 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. 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 OFFICERS CONTACT INFORMATION

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