

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF THE PHILIPPINE PARTICIPATION IN THE INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2025

15-17 October 2025-Marina Bay Sands Expo and Convention Center, Singapore

I. BACKGROUND

ITB Asia is an annually-held three-day B2B trade show and convention designed to become the primary event for the Asia Pacific travel industry, much like its parent event- ITB Berlin. It is organized by Messe Berlin (Singapore) Pte Ltd and supported by the Singapore Exhibition & Convention Bureau.

This event is the premier meeting place for the travel trade industry and a forum for establishing high-quality customer contacts and conducting business. This is where international exhibitors from all sectors within the travel-value chain commerce. Asia Pacific's leading travel companies, and emerging small and medium-sized enterprises meet with top international buyers from the MICE, leisure, and corporate travel sectors.

For 2025, the team secured 171 sqm to accommodate 21 Philippine Seller Companies on a first-come, first-served basis, subject to TPB's participation guidelines.

II. OBJECTIVES

- Promote the Philippines as a world-class tourism destination;
- Generate top-of-mind recall of the Philippines; and
- Re-establish and sustain the interest of international buyers to include the Philippines in their travel programs and transform these interests into sales through our private sector.

III. SCOPE OF WORK/DELIVERABLES

The Tourism Promotions Board (TPB) is inviting qualified Event Management Companies/Event Organizers/Production Companies or other suppliers providing similar services to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:

A. BOOTH OPERATIONS:

Particulars
Snacks and Refreshments at the Philippine Booth Provision of snacks and refreshments, including gourmet sandwiches, cup noodles, individually packed juice, brewed coffee, assorted nuts, and candies for 50 persons during

the event on 15–17 October 2025. Supplies shall be replenished as necessary throughout the duration of the event.

Philippine Sellers Debriefing Dinner

- Date: 16 October 2025
- Time: 07:30 PM onwards (maximum of 4 hours)
- No of Pax: 50-55 pax
- Estimated Cost:
 - SGD 150 per pax if within Marina Bay Sands
 - SGD 100 per pax outside Marina Bay Sands

Note: Dinner venue that has a unique Singaporean dining experience, preferably within 10-15 minutes away from the Marina Bay Sands Expo and Convention Center.

Coordinator from the Service Provider

- Must coordinate closely with the TPB personnel for the requirements and must be physically present before, during, and by the end of the event.
- All travel expenses such as accommodation, air tickets, insurance, meals, including the event badges, etc., must be shouldered by the service provider.

B. TRAVEL, ADMINISTRATIVE AND LOGISTICAL EXPENSES:

Particulars
Transportation for Logistical Requirements <ol style="list-style-type: none"> 1. Transportation service that will transfer other promotional materials on the following dates: <ul style="list-style-type: none"> • 13 October 2025: Two (2) vans - airport to the hotel for the promotional material luggage • 14 October 2025: One (1) van - hotel to proposed dinner venue to inspect the venue and event venue • 15 October 2025: One (1) van - hotel to event venue for the promotional material luggage • 17 October 2025: One (1) van - event venue to hotel for the luggage • 18 October 2025: Two (2) vans – hotel to the airport for the luggage 2. One (1) bus to transport the Philippine Delegation from the event venue to the Debriefing Dinner venue on 16 October 2025, in case the dinner venue is located outside Marina Bay Sands. (One way only) <p><i>Note: Includes licensed driver, fuel, driver's meals, applicable parking, toll fees, and overtime fees.</i></p>

C. PROMOTIONAL GIVEAWAYS

Particulars
A. Ceramic Filipino Recipe Plate <ol style="list-style-type: none"> 1. Quantity: 150 pcs.

2. Specifications

- Dimension: 15cm L x 9.6cm W x 2.86 cm
- Material: Bone China
- Packed in high-quality box packaging, tagged with a compliments card.
- Sample box:



3. Delivery Date: no later than 14 October 2025
4. Delivery Address: Marina Bay Sands Expo and Convention Center, Singapore
5. Delivery of the items from the storage area to the event venue shall be shouldered by the winning bidder.
6. If there are any remaining promotional materials, the winning bidder shall turn them over to TPB and ensure their delivery to the TPB office at Legaspi Towers 300.
7. All necessary taxes, fees, permits, and other applicable charges shall be shouldered by the winning bidder

A sample peg/photo of the Ceramic Filipino Recipe Plate is available upon request. A sample of the item should be submitted to TPB for approval before mass production/purchase of all items. 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.

- B.** Chocnut produced and manufactured in the Philippines (200g) – 50 packs
- C.** Dried mangoes produced and manufactured in the Philippines (100g) – 100 packs
- D.** Mangorind produced and manufactured in the Philippines (175g) – 200 packs

- Delivery Address: 6 Floor, Five Ecom Center, Harbor Dr., MOA Complex, Pasay City
- Delivery Date: no later than 09 October 2025

Distribution List:

1. VIP and Guest
2. ITB Asia Buyers
3. Trade Visitors
4. Media
5. Sellers/Exhibitors
6. Philippine Booth Visitors

E. Large Luggage – One (1) pc

- Double wheels
- Expandable 38.0 CM
- Scratch Resistant
- Water repellent coated zipper
- TSA Combination Lock ready
- Multi-stop Wheel Handle
- HS POLYPROPYLENE(INJ)
- Dimension 75.0 x 50.0 x 33.0 cm

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| <ul style="list-style-type: none">• Lightweight• Optimov shock-absorbing wheels• Color to be approved by TPB |
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IV. ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company / Project Management Company, or other suppliers providing similar services, with experience in event organization and implementation.
2. Must be in operation for at least five (5) years; and
3. Must not have a rating below 3.0 in the External Providers' Performance Evaluation (EPPE) from any TPB projects handled in the last 12 months. Must submit a Certificate of Satisfactory Performance issued by the TPB Procurement Management Division. (Available upon request and not applicable to new bidders)

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)**, inclusive of all applicable fees and taxes.

VI. 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.

VII. 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.

VIII. CONTACT INFORMATION

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