

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A BOOTH CONTRACTOR FOR THE BOOTH DESIGN, SET-UP, MAINTENANCE, AND DISMANTLING OF THE PHILIPPINE PAVILION FOR WORLD TRAVEL MARKET 2025

04-06 November 2025

ExCel London, United Kingdom

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification, stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false, either during Bid evaluation, may be regarded as fraudulent and render the Bidder or supplier liable for prosecution, subject to the applicable laws and issuances.**

| ITEM NO. | SPECIFICATIONS | STATEMENT OF COMPLIANCE |
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| BOOTH DESIGN AND LAYOUT | | |
| 1. | <p>A. Booth Specifications:</p> <ul style="list-style-type: none"> Area: Total: 330 sqm 11m (W) x 33m (L) Island Booth (4 sides open) <p>B. Open Design Concept: The booth must be fully open on all four sides, encouraging maximum visitor flow and high visibility from all angles. The design focuses on creating an engaging and seamless movement for visitors, allowing them to explore the diverse offerings of the Philippines all while facilitating effective B2B interactions around the perimeter.</p> <p>C. Design Theme:</p> <p>Love The Philippines: Breathe. Heal. Discover. Tagline: <i>Breathe deeply. Heal wholly. Discover endlessly.</i></p> <p><i>The Philippine booth invites visitors into a sensory and emotional journey: to pause, breathe deeply, and heal through meaningful wellness experiences, and discover the many layers of the Philippines' natural and cultural richness.</i></p> <p><i>Beyond simply presenting the country's stunning landscapes, the booth will embody the spirit of renewal, authentic connection, and transformative travel that await every visitor to the Philippines.</i></p> | |

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| | <p>Key Messages:</p> <ul style="list-style-type: none"> • Breathe the purest tropical air across lush rainforests and hidden beaches. • Heal your mind, body, and spirit through wellness retreats, organic cuisine, and slow island living. • Discover vibrant local cultures, hidden natural wonders, and immersive traditions that inspire lasting connections. <p>Storyline:</p> <p>Imagine a place where your every breath feels like a fresh beginning. In the Philippines, you are invited to pause, to heal in nature's gentle care, and to discover a world of endless wonders. Let each sunrise renew you, each encounter uplift you, and each journey awaken a love for life's most beautiful moments.</p> <p>Beyond the postcard-perfect shores and lush islands lies a deeper invitation: to reconnect with your true self. In the Philippines, wellness isn't just a service — it's woven into the way we live, share, and love. Travel here isn't just an escape; it's a journey within, where you find new meaning in every sunset, every shared smile, and every quiet moment.</p> <ul style="list-style-type: none"> • Natural Flow: The layout should guide guests naturally from entry to business areas, booth activation zones, and service areas without obstructing pathways. • Visibility: Minimize use of solid perimeter walls or use transparent or semi-transparent partitions, cultural elements, or plant features to subtly define spaces. • Branding: Prominent use of "Love the Philippines" campaign visuals, elevated hanging signage, and LED displays for enhanced visibility. • Sustainability: Prioritize reusable, recyclable, and locally sourced (if applicable) materials for booth construction, avoid single-use plastics, and use energy-efficient lighting and appliances. | |
| Design Consultant | | |
| 2. | Provision of Professional fees for the creative design of the mood board and sketch-up plan of the Philippine booth in the amount of Two Million One Hundred Sixty-One Thousand Five Hundred Pesos (PhP2,161,500.00). | |
| Booth Construction, Set-up, Maintenance, and Dismantling | | |
| 3. | Construction & Set-up: | |

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| | <ul style="list-style-type: none"> • The pavilion must be fully installed at least one (1) day before the event opening. • Coordination with event organizers for compliance with venue regulations. | |
| 4. | On-Site Management: <ul style="list-style-type: none"> • Technical team on stand-by for physical and technical booth maintenance during the event. • Quick-response support for any booth-related issues. | |
| 5. | Dismantling & Disposal: <ul style="list-style-type: none"> • Complete booth removal within the official breakdown period. • Proper disposal/recycling of materials following venue guidelines. | |
| Philippine Pavilion Requirements | | |
| 6. | Business to Business (B2B) Area B2B Workstations: <ul style="list-style-type: none"> • Minimum thirty (30) individual company work stations/ negotiating areas for Philippine private sector companies along the perimeter of the booth; and • Minimum two (2) workstations/ negotiating areas for government sector representatives • Each B2B workstation must have: <ul style="list-style-type: none"> - One (1) table - Four (4) chairs - Small lockable storage cabinet with shelves - Individual electric outlets (should be concealed and bolted to the B2B table/structure) and adaptors - Co-exhibitor name / signage - 1 small garbage bin per table (concealed if possible) | |
| 7. | VIP Lounge: One (1) semi-enclosed VIP Lounge that can comfortably accommodate 6-8 officials/guests and should have the following: <ul style="list-style-type: none"> • Lounge chairs • Center and side tables • Interior décor and styling with appropriate furniture, furnishings, and accents / accessories • Furniture and fixtures should depict a modern Philippines and conform to the general theme, “Love The Philippines” | |
| 8. | Information Counters: <ul style="list-style-type: none"> • Minimum of two (2) Information counters with the following • Minimum two (2) chairs per counter • Concealed power outlets • Lockable cabinets (preferably sliding door) with shelves and drawers • Promo Materials counter: provision of either brochure racks, calling card holders /racks or LED screens or interactive tablets • Appropriate visuals, and other accessories to display the following: | |

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| | <ul style="list-style-type: none"> - Schedule of activities / announcements/activities during the event - QR code for the travel app and website - Schedule of activities at the activation zones sponsored by the Philippines (at least 4) - QR code for the Directory of the Philippine Exhibitors; | |
| 9. | Storage Area/ Cloak Room: Appropriate storage area with individual lockers enough to accommodate personal belongings/effects of the Philippine delegation. Area should have the following: <ul style="list-style-type: none"> • Lockable lockers (maximum 60) • Wardrobe/coat hangers • Mirror • Shelves for promo materials, gifts, and cleaning supplies • A mini office area for the color printer with ink, bond paper, etc | |
| 10. | Pantry/Dining area (for the Philippine delegation) should have the following items and appropriate storage: <ul style="list-style-type: none"> • Two (2) sinks (separate hand washing and food washing) with running water • Hot and cold water dispenser • Espresso Machine • Refrigerator with freezer • Microwave • Fire blankets/extinguisher • Storage cabinets and shelves • Trash bins with ample supply of trash bags • Small dining area with table/s and bench/ stools • Lockable door | |
| 12. | Booth Activations Area: <i>Provision of required furniture and fixtures for activities</i> <ol style="list-style-type: none"> Love Wellness: Showcase Filipino healing and relaxation practices rooted in regional traditions Love Flavors: Taste of the Islands <ul style="list-style-type: none"> - Interactive tasting table featuring Philippine coffee and delicacies Love Leisure: Sustainable Journeys <ul style="list-style-type: none"> - Backlit/led backdrop where visitors can pose in Philippine sceneries with traditional or modern-filipiniana outfits using sustainable local fabric General requirements: <ol style="list-style-type: none"> 1. Podium (removable) 2. Flexible seating (benches or stools) | |
| 13. | Lighting and Multimedia | |

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| | <ul style="list-style-type: none"> • General Lighting: LED lighting for ambient and task-specific use • Accent Lighting: Focused lights on branding, artwork, or cultural displays • Multimedia: <ul style="list-style-type: none"> - LED screens (<i>tbc; will depend on design and costs</i>) - Smaller displays at info counters and activation area - One (1) mixer - Four (4) active speakers with speaker stands - Minimum two (2) condenser microphones - Minimum two (2) wireless microphones | |
| 14. | Utilities & Infrastructure <ul style="list-style-type: none"> • Power: Adequate distribution of electrical outlets in all zones • Internet: Secure and dedicated high-speed Wi-Fi internet connectivity for Philippine booth • Flooring: Durable, anti-slip material; must conceal electrical wirings and connections; branding and color themes optional • Waste Management: Eco bins in pantry and public zones for recycling; ensure compliance of waste management system of venue and/or organizers • General: Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed | |
| 15. | Notes: <ol style="list-style-type: none"> 1) TPB reserves the right to modify the booth design prior to final approval. 2) The contractor must ensure that all materials and construction complies to the event organizer's regulations for safety, sustainability, and accessibility. | |
| ELIGIBILITY REQUIREMENTS | | |
| 16 | Be a legally registered company authorized to operate in Europe. Must submit a valid business permit or its equivalent. | |
| 17 | Have at least five (5) years of experience in exhibition booth design and construction for large-scale events, preferably in tourism travel trade fairs/exhibitions. Must submit Company profile and track record in exhibition booth construction. | |
| 18 | Have completed at least three (3) similar projects in international trade fairs. (at least 300 sqm pavilion/booth design). Must submit a portfolio of previous international trade fair projects. | |
| 19 | Have a dedicated team who will focus on the set-up, construction, maintenance, and dismantling of the Philippine Booth; Must submit profile of key personnel involved in the project: <ol style="list-style-type: none"> i. Project Coordinator ii. Technical Engineer | |

| | <p><i>Note: Curriculum vitae (CV) of the above-mentioned personnel must be submitted together with the technical bid proposal. No personnel shall be performing more than one role specific to this project. Bidders may recommend additional personnel deemed fit for the team.</i></p> | | | | | | | |
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| 20 | <p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The Approved Budget for the Contract is TWENTY-TWO MILLION PESOS (PhP 22,000,000.00). The financial proposal should allow for at least 2-3 modifications in the stand layout and design in accordance with the needs and requirements of the end user. Bidders are required to submit a detailed breakdown of its cost component of the project.</p> <p><u>The amount of bid shall be based on the Bangko Sentral ng Pilipinas (Central Bank of the Philippines) effective exchange rate at the time of the opening bids. Bids received in excess of the ABC shall be automatically rejected at the bid opening.</u></p> | | | | | | | |
| 21 | <p>TERMS OF PAYMENT</p> <table><tr><th>PAYMENT TERMS</th><th>DELIVERABLES/MILESTONES</th></tr><tr><td>1st Tranche: 50 % Initial Payment</td><td>Upon submission of proof of accreditation, certification, and all necessary permits from the event organizer and/or the venue to build during the event; and Upon approval of final design and graphics and signing of contract.</td></tr><tr><td>2nd Tranche: 50% Final Payment</td><td>Upon completion of delivery of services, setup, dismantling and disposal of booth; Upon submission of other supporting documents; and Upon issuance of the certificate of project completion by the TPB</td></tr></table> <p>Send-bill of actual expenses to the TOURISM PROMOTIONS BOARD PHILIPPINES addressed to:</p> <p>MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer</p> <ul style="list-style-type: none">• Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.• 30 days upon receipt of SOA/billing | PAYMENT TERMS | DELIVERABLES/MILESTONES | 1st Tranche: 50 % Initial Payment | Upon submission of proof of accreditation, certification, and all necessary permits from the event organizer and/or the venue to build during the event; and Upon approval of final design and graphics and signing of contract. | 2nd Tranche: 50% Final Payment | Upon completion of delivery of services, setup, dismantling and disposal of booth; Upon submission of other supporting documents; and Upon issuance of the certificate of project completion by the TPB | |
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| | <ul style="list-style-type: none">• Full payment will be on the send-bill arrangement statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services and submission of applicable and appropriate liquidation report. | |
| 22 | CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables. | |

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date