

TECHNICAL SPECIFICATIONS

Service Provider to Assist the Operations of the Philippines' Stand at the BOOT Dusseldorf 2026 (as of 31 July 2025)

I. BACKGROUND

The boot Düsseldorf, the world's largest indoor yacht and water sports trade exhibition, gathered 1,500 exhibitors from 67 countries over its dynamic nine-day run.

Despite a slight dip in visitor turnout, the event still attracted over 200,000 attendees from 113 countries, showcasing its continued global relevance and reach compared to 214,000 visitors from 120 countries in 2024.

Last BOOT Show 2025, the Philippines secured an 84-sqm booth in the same location as the previous two consecutive years, considered one of the strategic positions due to its coverage of foot traffic coming from other halls.

Moreover, the Philippine participation marked a milestone, with the largest number of co-exhibitors since the country first joined the event in 2004. The Philippine stand was represented by 19 co-exhibitors with 33 delegates from various dive properties and operators across the country.

II. OBJECTIVES

Participation in the BOOT Dusseldorf 2026

- Provide a venue for Philippine private sector partners to conduct business meetings to establish, renew and sustain relationships with their industry counterparts.
- Support the Philippine dive resorts and outfitters in boosting their points of sales and networking opportunities.
- Explore partnership opportunities with various stakeholders of the dive community to include OTAs, new online distribution channels, travel/dive websites and communities, publications, and influencers.
- Conduct meetings that will develop and enhance relevant programs for the market.

Engagement of an Event Management Company for BOOT Düsseldorf 2026

- Facilitate the smooth implementation of daily stand operations.
- Ensure efficient management of manpower hiring and other logistical requirements.

III. SCOPE OF SERVICES

The service provider company shall provide the following:

Booth Operations Requirements

Particulars	Proposed Budget
1. Provision of stand daily lunch to Philippine delegates (EUR16/pax x 35 pax x 9 days) and daily stand supplies and consumables	PhP384,000.00
2. One (1) delegation pre/post deliberation dinner hosting	PhP95,000.00
3. One (1) van rental for 11 days booth operations inclusive of gasoline, insurance and necessary permits. Covering ingress, egress and event proper	PhP179,200.00

Support Staff Requirements

Particulars	Proposed Budget
1. Hiring of two (2) Germany-Based personnel <ul style="list-style-type: none"> One (1) Stand assistant / Kitchen helper / driver (EUR190/day x 12 days) One (1) Info counter (EUR160/day x 12 days) 	EUR4,500.00
2. Accommodation (twin-sharing) (EUR200/room/night x 11 nights)	EUR2,200.00

Dive Product Presentation Speaker

Engagement with underwater dive expert and photographer, and to cover the following expenses relative to his/her travel to Germany:

Particulars	Proposed Budget
1. International roundtrip (MNL-DUS-MNL) airticket including traveling insurance and other airline related expenses	USD2,000.00
2. Accommodations in Germany (EUR200/room/night x 8 nights)	EUR1,600.00
3. Honorarium/professional fees	PhP20,000.00
4. Daily per diems of USD75/day x 10 days	USD 750.00
5. Visa fees	PhP7,000

- Assists and oversee the overall arrangements of the speaker/presenter for the duration of their stay in Germany.
- Secure necessary traveling documents for VISA processing purposes.

IV. PROJECT IMPLEMENTATION SCHEDULE

Event: BOOT DUSSELDORF (International Boat Show Dusseldorf) 2026

Date: 17 – 25 January 2026

Venue: Messe Dusseldorf, Dusseldorf, Germany

V. ELIGIBILITY REQUIREMENTS

- The Service Provider must be a Philippine registered company, operated and legally registered under Philippine laws and must be in operation in the last five (5) years handling similar projects.
- Must have organized and implemented at least one (1) event on a similar scale, preferably in Europe. **Must submit list of projects and proof of certificate of completion (for Government projects) or equivalent documents Official Receipt, Certificate of Payment, etc. (for Private sector projects) together with the technical bid envelope.**

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION SEVEN HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED PESOS (PHP1,718,500.00)**, inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Amount	Deliverables
50% (1 st progress payment)	<ul style="list-style-type: none"> Upon submission of proof of a signed service agreement or any equivalent commitment document with the support personnel and the underwater dive expert presenter; and Upon submission of dive expert presenter's presentation deck/material

50% (2 nd progress payment)	Upon completion of services listed in the technical specifications and submission of certificate of project completion as certified by TPB.
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1. The supplier is encouraged to 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.
2. The following documents should be submitted by the winning bidder for the processing of payment:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

RAMON JULIAN S. DE VEYRA, JR.

Market Specialist IV

EAMI Division, International Promotions Department

MICHAEL M. MALONDA

Market Specialist III

EAMI Division, International Promotions Department

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICER CONTACT INFORMATION

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