

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE INSTALLATION, MAINTENANCE, AND DISMANTLING OF THE PHILIPPINE BOOTH 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 reserved 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 counterparts.

III. SCOPE OF WORK/DELIVERABLES

A. Installation, Maintenance, and Dismantling

1. Setup and Installation:

- The pavilion must be fully installed at least a day before the event opening.
- Coordination with event organizers for compliance with venue regulations.

2. On-Site Management:

- Dedicated technical team for maintenance during event hours.
- Quick-response support for any booth-related issues.

3. Dismantling and Disposal:

- Complete booth removal within the official breakdown period.
- Proper disposal/recycling of materials following venue guidelines.

Note: Booth design, installation, maintenance, and dismantling are strictly following the organizers' rules and regulations, including material handling and storage.

B. Philippine Booth Design, Concept and Details:

1. Theme and Branding: The booth must align with the Philippines' latest tourism campaign and branding.
2. Floor Area: Approximately 171 sqm
3. Layout and Aesthetics: Booth set-up - Island Style.
Open and inviting design with designated areas for exhibitors, meetings, storage, and branding displays.
4. Sustainability: Use of eco-friendly, real decorative plants and reusable materials where feasible.
5. The design of the booth should have a fusion of history and modern Filipino touches, with focus on award-winning and sustainable tourism destinations and communities, providing trade partners and visitors a total sensory experience through various trade and consumer activities lined up for the event.
6. **Provision of at least one (1) LED Love the Philippines build-up signage, estimated height 103 CM per letter.**
7. **Submit two (2) proposed designs together with the Technical Bid.**
8. General stand design theme: ***Philippines: Award-winning destination for relaxation, exploration, Filipino warmth and hospitality. Design peg and exhibitors' manual available upon request.***

Note: Bidder should be flexible in terms of incorporating inputs in the overall look of the Philippine booth and be able to provide the necessary adjustments on paper (floor plan and perspectives) within 3 days after inputs from TPB. The TPB should approve and sign the final floor plan/s, perspectives, and working drawings before implementation.

C. Philippine Booth requirements:

1. Structure and Build

- 1.1 Custom-built booth
- 1.2 High-quality materials, stable framework, and aesthetic finishes.
- 1.3 Elevated carpeted platform/floor to conceal the electrical wiring and connections;
- 1.4 Furniture and fixtures should depict a modern Philippines and conform to the general theme policy direction of anchoring on responsible and

sustainable tourism under the umbrella country branding campaign, *Love the Philippines*;

- 1.5 Furniture and fixtures should depict a modern Philippines, anchored on the general directions of TPB Management on responsible and sustainable tourism;
- 1.6 Sufficient power outlets that are the same as the Philippines plug Type A, Type B, and Type C, or at least provide an adaptor (minimum of 2 sockets) and correct amperes.
- 1.7 Strong Wi-fi connectivity with at least 100Mbps and available for at least 60 pax to access simultaneously, exclusive to the Philippine Booth.
- 1.8 All images or artwork to be printed or displayed in the booth must be properly lit or backlit. Avoid using warm-toned lighting.

2. Branding and Graphics

- 2.1 Digital printing, using materials that are ecological, for backdrop visuals/overhead ceiling banners with trusses/interior decor as needed, fresh plants and flowers, a sufficient lighting plan and fixtures, and other decorative elements and accessories;

3. VIP Lounge, Information Counter, and Exhibitor Areas

- 3.1 One (1) Philippine Information counter with at least four (4) highchairs, LED screen/s with audio system for one wall with a minimum height of four (4) Meters, LED light/strip in the information counter, power outlet, two (2) fresh planters, one (1) real ornamental plant, lockable drawers;
- 3.2 Basic office supplies with one (1) set of stapler with staple wire, scissors, scotch tape, paperclip, permanent markers, pens, etc., brochure racks, two (2) panels of Directory of Philippine Co-Exhibitors, two (2) business card holders/organizer(to be turned over to TPB), Booth Map/floor plan, appropriate visuals and accessories;
- 3.3 Two (2) A4 Acrylic stand signage for directory and booth map;
- 3.4 Maximum of Twenty-two (22) B2B table with the following provisions:
 - Tables with four (4) ghost chairs or solihya-inspired chairs with back rest;
 - individual electric outlet and adaptors;
 - individual trash bin;
 - lockable cabinet;
 - Provision for installation of individual corporate names, logos, and assigned table number.

3.5 One (1) main VIP Reception Lounge that can comfortably accommodate 5-6 officials/guests at one given time and should have the following: lounge chairs, center & side tables, Wi-Fi connectivity, appropriate accessories, console tables, with fresh and real ornamental plants, sufficient number of electric outlets with adaptor and stanchion (if needed);

4. Other Features

4.1 Storage area with lockers (enough to accommodate personal belongings/effects of Philippine sellers/ reps), storage area should have the following: shelves for brochures. Dining area (for the Philippine delegation), trash bins with ample supply of trash bags, ;

4.2 Hot and cold-water dispenser with daily water supply/drinking water, Filipino snacks, coffee, tea, creamer, sugar, paper plates, disposable cutlery, cups, tissue, and tea amenities good for 60 pax for three (3) days;

5. Ice cream kiosk design and necessary electrical supply during the duration event, if necessary;
6. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed, including daily cleaning and garbage collection;
7. Provision of one official photographer to document the Philippine booth activities during the whole duration of the event;
8. Photographs for documentation of stand elements after completion of installation. The TPB shall have full ownership of all the images gathered and presented (both in hard and soft copy files) from the event;
9. Necessary fees, permits, and licenses to operate within the event venue.

Note:

1. ***TPB reserves the right to modify the booth design prior to final approval.***
2. ***The contractor must ensure compliance with the event organizer's regulations.***

I. ELIGIBILITY REQUIREMENTS

- A. Legally registered company and authorized to operate in Singapore.
- B. Have at least five (5) years of experience in exhibition booth design and construction.

II. PAYMENT TERMS

TRANCHE	PAYMENT TERMS	MILESTONES
1 ST Tranche	50% Initial Payment	Upon approval of the final design by TPB and proof of permission to

		build by the organizer, if applicable.
2ND Tranche	50% Final Payment	Upon satisfactory completion of the project, and issuance of certificate of project completion and acceptance.

III. TECHNICAL AND FINANCIAL REQUIREMENTS

Interested bidders must submit the following:

1. **Company profile** to include portfolio of similar projects within the last five (5) years.
2. **Detailed cost breakdown** of services.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total budget for the Philippine booth is **FIVE MILLION TWO HUNDRED FIFTY-NINE THOUSAND SEVEN HUNDRED NINETY-ONE PESOS AND 09/100 (PHP 5,259,791.09)**, approximately USD 94,469.73 inclusive of all applicable taxes and fees.

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.

V. CONTRACT DURATION

From the date of the receipt of the Notice to Proceed until the completion of the deliverables.

VI. CONTACT INFORMATION

For clarification and submissions, please contact:

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