

## TERMS OF REFERENCE

Project Management Company (PMC) for World Expo 2025 Osaka  
and Associated Preparatory Works for the Philippines' Pavilion  
*- Updated as of 12 October 2023 -*

### I. BACKGROUND AND RATIONALE

The Government of the Philippines will participate in **Expo 2025 Osaka** in Yumeshima, Osaka, Japan, from 13 April – 13 October 2025.

The Japan Association for Expo 2025, the Organizer of the Project, expects the participation of more than 130 countries and 15 international organizations in the Expo. Some 28.2 million visitors are expected to visit the Expo 2025.

With the theme of **Designing Future Society for Our Lives**, Expo 2025 Osaka provides an unrivaled platform for the Philippines to connect businesses, build a global identity, establish a meaningful, face-to-face connection with counterpart stakeholders, showcase national tourist attractions, offer tourism products and services and benefit from new and sustainable solutions being presented by participating countries.

The Philippine Pavilion is designated at Plots B8-B9 and is located within the Empowering Lives Zone in a plot size of 900 sqm, with a 600 - 630 sqm floor area for the pavilion. Accordingly, the Philippines' participation will revolve around the thematic concept of "**Weaving the Filipino Identity**".

The Philippine Pavilion space shall be utilized for the following components:

- The thematic area is as per the specified theme and sub-theme.
- Area for commercial use
- Area for experience design installation
- Office space, VIP lounge/holding area, storage room
- Crowd movement corridor(s)
- Landscaping
- Public safety and convenience

The Office of the President has designated the Philippine Department of Tourism (PDOT) as the lead implementing agency for Expo 2025 through Administrative (AO) Order No. 7. Under the AO, the PDOT is tasked to undertake and oversee the overall preparations and day-to-day operations relative to the Philippines' participation in Expo 2025.

Following the confirmation of the DOT as the lead agency for the implementation of the Expo 2025, it has issued Department Order (DO) No. 023-0042, designating the TPB as the Agency in charge of spearheading the Secretariat of the Project. Furthermore, the Department Order specifically assigns the TPB to handle the following components of the Philippines' participation in the World Expo 2025 Osaka:

- Appointment of Philippine-based Architectural/Design Team
- Construction of the Philippine Pavilion
- Facilitation of Licenses, Permits, and Insurance
- Installation of Exhibits
- Creation of Pavilion Content / Pocket Shows
- Implementation of Special Events
- Management of the Operations of the Project Secretariat in Manila

To date, Japan is experiencing challenges with the supply chain in their construction industry and has urged participating countries to finalize hiring construction companies that will work on building the country pavilions.

## **II. OBJECTIVE**

The objective is to hire the services of a Project Management Company to provide management and support services and work in collaboration with the Department of Tourism (DOT) and Tourism Promotions Board (TPB) Philippines, herein referred to as the POC for Expo 2025, as to the preparations, execution, and completion of the country's participation in Expo 2025 Osaka including the recommendation and selection of relative service providers to secure necessary licenses and building permits for building the pavilion.

## **III. SCOPE OF WORK**

The Project Management Company shall be responsible for the overall management of relevant service providers during the implementation of Phase 1 of the Project and payment of their fees, which cover the preparation of the Project Management Plan and other preparatory works that include but are not limited to the development of the Philippine Pavilion's General Design, general coordination with the Expo 2025 Organizers, mobilization and demobilization activities.

In particular, their responsibilities shall be:

1. **Development, conceptualization, and management of the Philippine Pavilion Design, preparation of requirements of the POC, and subsequent realignment and reconciliation of plans and concepts with the World Expo 2025 rules and regulations:**
  - Monitor timelines, deadlines, and progress of the Project;

- Provide the necessary information and recommendation for the Philippine pavilion construction subject to the approval of the POC.
- Coordinate with POC liaison officers and technical consultants, construction companies, suppliers, and other related products and service providers to ensure the successful execution of Philippine Pavilion plans and designs in accordance with the POC-approved scope of work and Japanese regulations;
- Source suppliers/providers of materials and services required to execute the plans and designs of the Philippine Pavilion.

## **2. Facilitation of licenses, permits, and insurance**

- Processing and completing documentary requirements for submitting building construction permits and licenses from authorities in Japan.
- Processing and completing required building construction permits, licenses, and relevant building and construction insurance.

## **3. Administrative and logistical requirements of the POC for Expo 2025**

- Source, negotiate, the housing/accommodations and logistical requirements of the POC for Expo 2025, the Philippine Design Team, Pavilion Staff, performers/talents, contractors, and other official suppliers.

## **4. Project Coordination**

- Mobilize a team of architects, designers, engineers, interior decorators, curators, “experience” designers, structural designers, structural and civil engineers, and liaison officers to coordinate, develop, and prepare the participation of the Philippines in the World Expo 2025.  
\*with a Filipino project coordinator and/or consultant who is based in Manila.

## **5. Technical Eligibility**

The PMC shall have the competency and manpower to provide the following:

- Engineering and structural solutions
- Architectural/aesthetic design and solutions
- Experience design solutions
- Localization of the concepts and messaging of the Philippine Pavilion for the Japanese audience
- Secretariat, administrative, and liaison work

#### **IV. CONTRACTUAL FRAMEWORK**

1. The Tourism Promotions Board retains the intellectual proprietary rights over the approved intellectual property assets derived from the contract with the supplier.
2. Use of appropriate building design technology and materials should consider site and climatic conditions of the site location, including the plan to relocate the Pavilion to any prefectures in Japan or the Philippines after Expo 2025. The building will have sustainable design features consistent with the requirements and compliance with the Japan Association for Expo 2025 sustainability policy.
3. Subject to the Philippine Organizing Committee (POC) for Expo 2025 instructions, the PMC shall be responsible for overseeing the dismantling of the Philippine Pavilion structure at no additional cost.
4. The PMC must have the authority to provide and practice the required services and engagement under the laws of Osaka, Japan.
5. The PMC must adhere to adjustments to the standards and requirements by the Japan Association for Osaka Expo 2025 which includes, but not limited to, the plans, specifications, contract documents, design compliance checklist, quality minimum assurance standards, and other requirements.
6. The Philippine Design Team, Pavilion Staff, performers/talents, contractors, and other official suppliers shall be subject to the approval of the Tourism Promotions Board.

#### **V. SUBMISSION OF REPORTS**

Submit regular reports and provide periodic updates detailing the work progress, issues, and concerns, and recommend course/s of action in relation to the Project as part of the deliverables.

#### **VI. ELIGIBILITY CRITERIA OF THE PROJECT MANAGEMENT COMPANY**

1. The Bidder must be a duly registered entity in Japan
2. The Bidder must have work experience in the last seven (7) years rendering PMC services with at least three architectural or civil engineering projects.
3. Lead project manager assigned to this contract must have at least five (5) years of project management experience in architectural or civil engineering projects

#### **VII. QUALIFICATION OF KEY PERSONNEL TO BE ASSIGNED TO THE PROJECT**

The following experts/professionals and their members shall be required to carry out their services for the proposed project until completion and should have appropriate educational degrees, relevant training, and adequate years of experience in detailed Architectural and Engineering (A&E) Design.

**STAFFING AND MINIMUM QUALIFICATIONS FOR TECHNICAL PERSONNEL**

<b>KEY PERSONNEL</b>	<b>NO. OF STAFF</b>	<b>DURATION</b>	<b>MINIMUM QUALIFICATIONS</b> (With local Japan experience)
For Detailed Architectural and Engineering Design			
1. Lead Architect /	1	Design, Phase 1	BS in Architecture; MS or Doctorate Degree in related field is an advantage. Must be a licensed Architect with at least five (5) years of relevant experience in similar projects. Review and stamp/seal submission drawings and documents
2. Structural Engineer	1	Design, Phase 1	BS in Civil Engineering; MS or Doctorate Degree is an advantage; Must be a licensed Civil Engineer with at least five (5) years of relevant experience in similar projects.
3. Finance Manager/Bookkeeper	1	Design, Phase 1	With proper qualifications and at least five (5) years relevant experience and extensive track record in accounting and/or bookkeeping
<b>FOR PHASE 1</b>			
1. Lead Project Manager	1	Design, Phase 1	With professional qualifications and at least five (5) years of experience in similar projects in Japan or Kansai area.

## VIII. TIMETABLE OF PROJECT IMPLEMENTATION

Subject to modifications, the PMC and the P OC shall work and operate based on the timeline below:

- October : Open tender for PMC Services
- November : Appointment of PMC  
Work on basic Philippine Pavilion design and drawings of the Philippine Pavilion
- November to December : Final submission and approval by the Tourism Promotions Board of the concept design and Philippine Pavilion drawings  
Site survey  
Soil investigation  
Plot acquisition
- January 2024 : Sourcing and coordination with potential building contractors
- January to March 2024 : Submission of the detailed design to Expo 2025 Organizers and City Government of Osaka  
Application and submission of building Permits (2.5 months)  
(Expo Association and Osaka City government)
- Apr. 13 – Oct. 13 2025 : Expo 2025 proper operations

**IX. EVALUATION CRITERIA**

<b>PARTICULARS</b>	<b>RATING</b>	
<b>I. Qualification of Project Management Company</b>	<b>20%</b>	
Work experience rendering PMC services <ul style="list-style-type: none"> <li>● Three (3) or more architectural or civil engineering projects in the last seven (7) years (20%)</li> <li>● Less than three (3) architectural or civil engineering projects in the last seven (7) years (0%)</li> </ul>		
<b>II. Qualification of Key Personnel</b>	<b>40%</b>	
Work experience of Key Personnel <ol style="list-style-type: none"> <li>1. Lead Architect               <ul style="list-style-type: none"> <li>● Licensed Architect with at least five (5) years of relevant experience in similar projects. (10%)</li> <li>● Licensed Architect with at less than five (5) years of relevant experience in similar projects. (0%)</li> </ul> </li> <li>2. Structural Engineer               <ul style="list-style-type: none"> <li>● Licensed Civil Engineer with at least five (5) years of relevant experience in similar projects. (5%)</li> <li>● Licensed Civil Engineer with less than five (5) years of relevant experience in similar projects. (0%)</li> </ul> </li> <li>3. Finance Manager/Bookkeeper               <ul style="list-style-type: none"> <li>● At least five (5) years relevant experience and extensive track record in accounting and/or bookkeeping (5%)</li> <li>● Less than five (5) years relevant experience and extensive track record in accounting and/or bookkeeping (0%)</li> </ul> </li> <li>4. Project Manager               <ul style="list-style-type: none"> <li>● Five (5) or more years of project management experience in architectural or civil engineering projects (20%)</li> <li>● Less than years of project management experience in architectural or civil engineering project (0%)</li> </ul> </li> </ol>		

<b>III. Plan Approach &amp; Methodology</b>	<b>40%</b>	
<ul style="list-style-type: none"> <li>● <b>Proposed Workplan (40%)</b> Adherence to Filipino identity, feasibility of timeline given network and resources, quality of proposed resources and consultants, and ability to communicate workplan with clarity.</li> </ul>		
<b>TOTAL</b>	<b>100%</b>	

**X. APPROVED BUDGET FOR THE CONTRACT**

PhP147,920,000.00 or its Japanese Yen equivalent

**XI. TERMS OF PAYMENT**

The PMC shall be paid in four tranches listed below with a total amount of ONE HUNDRED FORTY-SEVEN MILLION NINE HUNDRED TWENTY THOUSAND PHILIPPINE PESOS (PHP 147,920,000.00) or its Japanese Yen equivalent value inclusive of all applicable taxes and charges for bank transfers. Each payment shall be contingent on the submission of deliverables .

*\*applicable taxes and bank charges to be shouldered by the winning bidder*

*A 10% Retention Fee shall be withheld from the PMC. The retention fee shall be drawn against the first to fourth tranche of payments. Upon submission of a terminal report, the 10% withheld fee shall be paid in full to the PMC.*

<b>TRANCHES</b>	<b>DELIVERABLES</b>
First Payment: PHP 29,584,000.00 or its Japanese Yen equivalent (20% of Total ABC)  *Retention Fee to be withheld PHP 3,698,000.00 or its Japanese Equivalent	<ul style="list-style-type: none"> <li>▪ Approved Gantt Chart</li> <li>▪ Approved List of Consultants</li> <li>▪ Approved Message Architecture (Concept Paper for Branding Alignment of Architecture, Curation, Events and Strategic Communications)</li> <li>▪ Approved Briefing Kit for onboarding of other suppliers and consultants</li> </ul>
Second Payment: PHP 69,522,400.00 or its Japanese Yen equivalent (47% of Total ABC)  *Retention Fee to be withheld	<ul style="list-style-type: none"> <li>▪ Approved Architectural Design</li> <li>▪ Approved List of Contractors</li> <li>▪ Approved Experience Design Plan</li> </ul>

PHP 3,698,000.00 or its Japanese Equivalent	
Third Payment: PhP39,938,400.00 or its Japanese Yen equivalent (27% of Total ABC) *Retention Fee to be withheld PHP 3,698,000.00 or its Japanese Equivalent	<ul style="list-style-type: none"> <li>▪ Approved Permit to Build from World Expo organizer</li> <li>▪ Approved Building Permit from Osaka</li> <li>▪ Contract with structural engineer and construction supply company</li> </ul>
Fourth Payment: PhP8,875,200.00 or its Japanese Yen equivalent (6% of Total ABC) *Retention Fee to be withheld PHP 3,698,000.00 or its Japanese Equivalent	<ul style="list-style-type: none"> <li>▪ Terminal report</li> </ul>
PhP147,920,000.00 or its Japanese Yen equivalent	Approved Budget for the Contract

\*All submissions/ deliverables are subject to the approval of the POC Expo Secretariat.

## **XII. OTHER TERMS AND CONDITIONS**

1. The PMC and the POC for Expo 2025 commit to providing all the documents and information needed to comply with the execution of the deliverables faithfully and diligently through proper collaboration and reciprocity.
2. This Terms of Reference contains the complete scope of works and deliverables of the PMC and may not be amended or modified except through another instrument in writing duly executed by the PMC and the Client.
3. PMC shall not assign, transfer, or delegate any obligations to any other person or entity.)

## **XIII. PROPOSED TIMELINE**

1. Pre-bid conference	One (1) week from posting/publication of the TOR
2. Submission of sealed project proposal and financial proposal	Three (3) weeks from the posting/publication of the TOR
3. Opening and evaluation	Fourth week
4. Awarding of contract	Fourth week
5. Preparation of contract	5 <sup>th</sup> week
6. Notice to proceed	5 <sup>th</sup> week

NOTE: Timeline above may change subject to the requirements and instructions of the POC.

Prepared by:

**PHILIPPINE SECRETARIAT FOR EXPO 2025 OSAKA**

Atty. Charles Aames M. Bautista

DCOO for Marketing & Promotions, TPB and

Head, Curatorial Direction and Exhibitory Committee

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Submission of Proposals must be sent to:

**PHILIPPINE DEPARTMENT OF TOURISM-OSAKA**

c/o Mr. Jerome B. Diaz

Tourism Attaché

c/o Office of the Consulate General

6<sup>th</sup> Floor, Itoh Building

3-6-14 Minami Hommachi

Chuo-ku, Osaka City, Japan

contact for inquiries: jbdiaz@dot-osaka.com