

TERMS OF REFERENCE

PROJECT TITLE: BOOTH DESIGN, SET UP AND DISMANTLING FOR THE PHILIPPINE BOOTH AT THE MOSCOW INTERNATIONAL TRAVEL AND TOURISM (MITT) EXHIBITION 2017

I. BACKGROUND:

In line with our continuing efforts to increase tourist arrivals from Russia, the Philippine Department of Tourism (DOT) will be participating for the fourth time in the Moscow International Travel and Tourism Exhibition. The MITT is the leading and largest travel and tourism exhibition in Russia. It will be held from March 14 to 16, 2017 at the Expocentre, Moscow, Russian Federation.

II. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of a company, preferably based or has an affiliate in Russia and the CIS or Germany engaged in the business of designing, setting-up, and dismantling booths for travel and consumer fairs for the Philippine Stand at MITT 2017.

The set-up of the aforementioned booth aims to attain the following objectives:

- A. Generate positive “name recall” of the Philippines and promote the country’s tourist destinations;
- B. Create an atmosphere that highlights the country’s “It’s More Fun in the Philippines” brand;
- C. Attract and encourage press and travel trade guests to visit the Philippine booth;

D. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other interactive activities.

To be able to achieve the above-mentioned objectives, bidders shall submit a proposed design and layout for the aforementioned stand together with their financial bid.

III. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services for the following:

A. Booth design, strictly following the rules and regulations set by the organizers and the Philippine Department of Tourism.

B. Booth Details

1. Size: 120 sq. m./island stand (4 sides open)

2. Layout

- Should feature Philippine furniture, decoration and accessories
- Should provide individual information counters each for the DOT and participating Philippine partners/exhibitors located along the perimeter of the stand (approximately 12-14 exhibitors)
- 1 General reception area
- 1 VIP reception area for high-level meetings
- Special area for live animation
- Interactive stations
- Storage area/pantry
- 1 big LED screen or three 42" TV screens
- Kitchen cum dining area for the Philippine delegation

3. General stand design theme: IT'S MORE FUN IN THE PHILIPPINES

4. Specific stand requirements and rental of equipment and furniture

- Stand set-up inclusive of backlit walls, storage, kitchen, lockers for personal belongings, VIP area, animation area and a presentation area
- Printing of appropriate backdrop visuals/banners/mini banners/interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements
- Elevated carpeted flooring to cover the electrical wiring and connections;
- Philippine Information Counters should have the following: at least 2 chairs, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories
- Individual work stations should have the following: 1 counter with lockable storage cabinet, 2 bar stools, 1 meeting table, 3 chairs, individual electric outlets and adaptors, company signage on the counter and on the table and table centrepiece
- Storage areas should have the following: lockable lockers, coat racks, ample shelves for brochures, trash bins with ample supply of trash bags and lockable door
- General VIP reception areas should have the following: lounge chairs, center table, 1 big screen, at least 1.5m to 2m or three 42" TV screens and CD / DVD / USB player, appropriate lighting and accessories
- Live animation area facing the Café/south entrance (please see the MITT floor plan), should have the following: public address system, appropriate lighting, furnishing and accessories, computer set with internet connection and printer, logo wall
- Should feature Philippine furniture that would fit the "It's More Fun in the Philippines" setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, hangers, mirror, etc.
- All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
- Sufficient power outlets and lighting
- Service kitchen and dining area should have the following: sink with running water, hot and cold drinking water dispenser with ample supply of mineral water, coffee maker, small refrigerator, microwave, porcelain cups and saucers for VIP guests (per approximate quantity requirement), cutlery set for VIP guests (per approximate quantity requirement), glasses for VIP guests (per approximate quantity requirement) serving trays (per approximate

quantity requirement), storage cabinet and shelves, trash bins with ample supply of trash bags, small eating areas with tables and bar stools, lockable door;

- Other accessories needed to achieve the desired theme
- Daily stand cleaning – before the opening, during and the closing of the Philippine stand
- Stand construction, dismantling supervision, and stand maintenance for the duration of the fair
- Internet connection subscription with router at the stand using the official MITT service provider (accessible by the Philippine delegation members)

4.1 Included in the deliverables of the supplier as part of the ABC but are on loan

basis only :

- Chairs, bar stools, tables
- Coat and brochure racks, hangers and mirror
- Big screen or TV sets, CD/DVD/USB player, sound system and technical rider of the performers (powered speakers, audio mixer, shure, floor monitors, subwoofer)
- Hot and cold dispenser, coffee maker, refrigerator, microwave, sink
- Porcelain cups and saucers, glasses, cutlery set, serving trays
- Virtual reality goggles/equipment, etc. surfing/kayak

C. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.

D. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.

IV. TIME FRAME AND SCHEDULE OF WORK

The contract duration is for a period of three (3) months with the following schedule of work:

1. March 10-13, 2017 Set-up of Philippine booth at the MITT 2017

2. March 14 to 16, 2017 MITT 2017 (Stand maintenance)

3. March 17, 2017 Stand dismantling

V. BUDGET

Total Budget allocation for the Philippine booth is US\$45,000.00* or its Philippine Peso equivalent inclusive of taxes

The winning bid however shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VI. PAYMENT PROCEDURE

Following is the payment procedure:

30% upon approval of the final Philippine booth design

40% upon completion of stand set-up

30% upon dismantling of Philippine booth and satisfactory delivery of services specified in Section IV of this Terms of Reference

*to be paid in either US Dollars or its equivalent in Euro or Rubles

CONTACT PERSON

Anabelle Gaye Apostol

Operations Officer

Philippine Department of Tourism – Frankfurt

anabelle@morefunphilippines.de

