

TERMS OF REFERENCE

Project Title	:	Interdive 2018
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	September 20 – 23, 2018 (event proper)
Venue	:	Messe Friedrichshafen Friedrichshafen, Germany
Location	:	TBA
Booth size	:	60sqm (Island stand – 4 sides open)

PURPOSE / OBJECTIVES

The Philippine Department of Tourism (DOT) is in need of the services of a booth contracting company which will conceptualize the design of the Philippine booth for Interdive 2018 in Friedrichshafen, Germany.

Interdive is a business to consumer (B2C) travel show catering to the needs of dive enthusiasts to include dive beginners and UW photographers from the area of Lake Constance.

Capability Requirements

- Must have experience in rendering services at international exhibitions
- Must have the capability to operate in Germany
- Must be able to get accreditation from Interdive organizers
- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to Interdive site, assemble and install AV equipment, and furniture accent pieces for the Philippine booth
- Must be able to submit a project proposal for the Philippine Pavillion in time for deadline of submission of bids
- Quality of submitted proposal will be taken into consideration before awarding the winning bid
- Booth set-up: Should follow the official event schedule as prescribed by the event organizer

Philippine Booth Design Objectives

- Generate a positive name recall of the Philippine tourism brand and boost dive enthusiasts inclination to visit Philippine dive destinations
- Create an atmosphere that reflects the Philippines as the global center of marine biodiversity;
- Create a highly functional, interactive and visually appealing area for the provision of the Philippine tourism information, product updates, audio-visual presentations, table-top business meetings, and other promotional activation.
- Highlight the features of Philippine dive destinations with focus on Tubbataha Reef, Batangas, Cebu, Bohol and Coron.
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Scope of Work / Deliverables

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

1. Philippine booth design – a functional booth that will accommodate ten (10) exhibitors and one(1) information counter that will showcase the Philippines' top dive destinations, incorporating the design pegs to be supplied by the DOT
2. Design and construct space that will accommodate the following:
 - 51” LED TV with USB port or built-in video player that will project Philippine tourism videos and images
 - Ten (10) Philippine exhibitors
 - Information counter
 - Reception area
 - Storage area
 - Kitchen with small dining area for the PHL delegation

Specific Stand Requirements

1. Provide individual company workstations or negotiating tables with 3 chairs for each Philippine exhibitor. It must have the following:
 - One table
 - Lockable storage cabinet (may be part of the design of the table)
 - Individual electric outlets (3 sockets each)
 - Company name and logo
2. Reception area which can comfortably accommodate four (4) guests at a time and should have the following:
 - Furniture and fixtures, featuring modern and contemporary designs
 - Fresh plants and flowers
 - Electrical outlets
3. One information counter which can accommodate at 2 persons at a time and should have the following:
 - Appropriate visuals (backlighting) and accessories
 - Electrical outlet
 - Brochure rack
 - 3 chairs
 - Exhibitor directory
4. Storage room where PHL delegation can keep their materials and should have the following:
 - Storage shelves
 - Lockers
 - Coat hangers
 - Mini-kitchen with sink and running water
 - Small dining area
 - Half-length mirror
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)
5. Elevated carpet platform / floor to conceal the electrical wirings and connections.
6. Fast and reliable Internet connection for the Philippine delegation.

7. Backlighting hanging banners
8. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
9. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
10. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
11. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

Staff complement

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the whole duration of the fair

TIMELINE AND SCHEDULE OF WORK

The contract duration is for a period of one(1) month with the following schedule of work:

- July 30, 2018:** Submission of bid proposals, according to these Terms of Reference, and mandatory legal documents
- Aug. 1, 2018:** Selection of the DOT Frankfurt office and the Market Development Group – Dive Team of the winning booth contractor to handle the booth construction for the Philippines in line with its participation at the Interdive 2018.
- Aug. 2, 2018:** Coordination with the winning booth contractor
- Sept. 18-19 :** Set-up of Philippine booth (according to official schedule)
- Sept. 20-23 :** Interdive Fair proper
- Stand dismantling (according to official event schedule)

Budget

- The total budget allocation is Php 1,464,240.00 or EUR 23,400.00 inclusive of taxes and other fees. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

Evaluation Procedure

- The winning bidder shall be selected not solely based on the amount of bid but the Philippine Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall design of the booth based on this Terms of Reference (TOR)
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

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