

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Booth Design, Set-up and Dismantling of the DOT MIMAROPA Pavilion for the Philippine Travel Mart 2021

**II. IMPLEMENTATION:** November 26-28, 2021

### **III. SCOPE OF WORK**

#### **A. General requirements**

- Must have experience working on the travel and trade fair and/or other similar events.
- Must be able to provide samples of previous work.
- Must be able to provide services on a Send-Bill Arrangement.
- Must have PhilGEPS Registration.

#### **B. DOCUMENTARY REQUIREMENTS**

- Mayor's Permit
- PhilGEPS Registration Number
- Duly notarized Omnibus Sworn Statement
- Proposed Design for the Booth
- Portfolio of previous work experience (e.g. photos, certificates, etc.)

### **IV. SCOPE OF WORK/DELIVERABLES:**

#### **BOOTH CONSTRUCTION AND DESIGN**

- Facilitate permits and attend meetings regarding the Philippine Travel Mart 2021.
- Facilitate Ingress and Egress proceedings, as well as forms and permits needed to conduct smooth installation of the booth.
- Maintenance of the booth for the duration of the event.
- Provision of personnel who could handle and troubleshoot problems in the booth.
- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
  - Corporate Theme Design of Booth
  - All design and landscaping materials and procedures for a Nine square meters by Six square meters (9 sq.m. x 6 sq.m.) pavilion
  - Rent of 5 Tables and 10 Chairs
  - Rent of One (1) 60 – 70 inches flat-screen television with mountable stand
  - Rent of brochure racks
  - Meeting area with a furniture set consisting of a table and sofa set, and a dedicated cordon of velvet rope or other available material
  - All labor-related expenses
  - All other expenses necessary for the construction of the booth

## V. BUDGET

The total budget allocation is **Two Hundred Fifty Thousand Pesos Only (₱250,000.00)**, inclusive of taxes and fees.

Deadline of Submission of Quotation and Proposed Design is on or before **12:00nn of November 16, 2021 (Tuesday)**.

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

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