

## **TERMS OF REFERENCE**

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

**II. IMPLEMENTATION:** November 5 - 7, 2021

**III. MINIMUM REQUIREMENTS:**

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

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

**BOOTH CONSTRUCTION AND DESIGN**

- Facilitate permits and attend meetings regarding the TravelTour Expo 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:
  - Sample Theme Design of Booth
  - All design and landscaping materials and procedures for a Nine square meters by Six square meters (54 sq.m.) pavilion
  - Rent of 10 Tables and 20 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 **One Hundred Thousand Pesos Only (P100,000.00)**, inclusive of taxes and fees.

**VI. DOCUMENTARY REQUIREMENTS**

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

Deadline of Submission of Quotation and Proposed Design is on or before **12:00nn of October 25, 2021 (Friday)**.

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.

Contact Person: **Mr. Reynaldo P. Gabriel Jr.**  
DOT MIMAROPA Regional Office  
Mobile (0916) 469-3632  
[tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)