

## TERMS OF REFERENCE

Project Title	:	<b>International Dive and Lifestyle Exhibition (InterDive) 2017</b>
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	September 21 – 24, 2017 (event proper)
Venue	:	Messe Friedrichshafen Friedrichshafen, Germany
Location	:	TBA
Booth size	:	60sqm (Island stand – 4 sides open)

## PURPOSE / OBJECTIVES

The Philippines Department of Tourism (DOT) is in need of the services of a booth contracting company who will conceptualize the design of the Philippine booth for Interdive 2017 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 an experience rendering services in international exhibitions specifically in dive travel shows
- Must have the capability to operate in Germany
- Must be able to get accreditation from Interdive organizers
- Must be accredited by the exhibition center, Friedrichshafen Messe
- 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

## Philippine Booth Design Objectives

- Generate a positive name recall of the Dive Philippine tourism brand and boost dive enthusiast to visit the Philippine dive destinations
- Create an atmosphere that reflects the Philippines as the global center of marine diversity;
- 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 both key and emerging dive destinations in the Philippines (i.e, Tubbataha Reef, Puerto Galera, Cebu, Southern Leyte, Siquijor, Batangas, El Nido & Coron, among others.)

## **Scope of Work / Deliverables**

The Philippines 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 showcase the Philippines' top dive destinations, incorporating the design pegs to be supplied by the DOT
2. Design and set-up 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
  - 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 3 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
  - 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 whole 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

### **Time Frame and Schedule of Work**

- Include initial booth design upon submission of bid documents. Booth set-up: Should follow the official event schedule as prescribed by the event's organizer

### **Budget**

- The total budget allocation is **PhP1,422,000.00** or its EUR equivalent 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 Philippines 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.

## Contact Persons

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## CONFORME:

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[Authorized Signature]  
[Name and Title of Signatory]  
[Date]