

TERMS OF REFERENCE

I. BIDDER : Booth Contractor to handle booth set-up and dismantling of the Philippine Booth

II. PROJECT TITLE : CAPA Asia Aviation Summit 2022 in Singapore

III. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be an international contractor/builder **OR** a local contractor/builder with an affiliate/partner in Singapore

IV. SCOPE OF WORK/DELIVERABLES

A. Booth that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to setup the stand.

Booth Details

1. Size 12 sq. meters/island stand or 3 sides open (6m x 2m)
2. Layout - materials for rental only. Preferably Filipino-inspired materials (wood/rattan/woven fabric)
 - (1) Information counter with lockable cabinets
 - (1) high swivel chair
 - (1) Brochure stand
 - (1) coffee/tea station with lockable cabinet
 - (1) hot/cold water dispenser
 - (1) trash bin
 - (6) outdoor lounge chair (rattan)
 - (2) round table – sits 3 chairs
 - (2) 70in QLED Television (wall mounted)
 - Potted indoor plants, fresh flowers
3. Booth graphics: Philippine destination photos
4. Specific stand requirements
 - Stand installation inclusive of appropriate lighting, storage cabinets/lockers for personal belonging.
 - Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
 - Carpeted flooring
 - All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
 - Sufficient power outlets and lighting and adapters as necessary.
 - Other accessories needed to achieve the desired theme.
 - Daily stand cleaning – before the opening, during the closing of the Philippine stand.
 - Stand and SET-UP construction and dismantling supervision and stand maintenance for the duration of the fair.
 - Coffee/Tea station with ample supply of water and other supplies.

- B. Coordination with other service providers that is needed in the setup of the booth (Ancillary services etc.)
- C. Disposal of the booth/parts and egress on the dates designated by the event organizers.
- D. All materials used for the booth set up are considered as waste materials after the event.

V. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of four (4) days with the following schedule of work:

- 2 November Ingress (or according to official event schedule)
- 3-4 November Stand maintenance / Event Proper
- 4-5 November Egress (or according to official event schedule)

VI. BUDGET

Total Budget allocation for the Philippine booth is amounting to One Million Pesos **(Php 1,000,000.00)** inclusive of government taxes. Financial proposal should allow for modifications in stand and layout according to the needs and requirements of the end user.

The winning bid however shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers, adoption of the "Philippines" brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. PROJECT OFFICER



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