TERMS OF REFERENCE

I. NAME OF PROJECT: Booth Contractor to provide booth design, set-up and dismantling of the DOT MIMAROPA Pavilion for the **North Luzon Travel Fair 2022 in SMX Convention, Clark, Pampanga**

II. IMPLEMENTATION: November 17-21, 2022

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; and

4. Must have PhilGEPS Registration

IV. SCOPE OF WORK/DELIVERABLES:

BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the North Luzon Travel Fair 2022;

- 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; and

- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:

  o Booth Design for 24 sqm booth

  o Rent of 44-inch TV for 3 days;

  o Photo wall/s for the 24 sqm booth;

  o 1 Table and 10 chairs

  o All labor-related expenses; and

  o All other expenses necessary for the construction of the booth.

V. BUDGET

The total budget allocation is **Fifty Thousand Pesos (₱50,000.00)**, 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; and

5. Portfolio of previous work experience (e.g. photos, certificates, etc.)

Deadline of Submission of Quotation and Proposed Design is on or before **1:00pm of October 19, 2022 (Wednesday)**.

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.**
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