

## TECHNICAL SPECIFICATIONS

I. PROJECT TITLE : **Set-Up, and Dismantling of the Philippine Booth at the Thailand Dive Expo 2023**

II. PROJECT DATE : **May 18 to 21, 2023**

### III. BACKGROUND

- The Thailand Travel and Dive Expo is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism.
- The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.

### IV. OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company engaged in the business of constructing booths for travel and consumer fairs for the Philippine booth at the Thailand Dive Expo (TDEX).

- Generate positive "name recall" of the Dive Philippines brand for the Thailand dive market;
- Create an atmosphere that reflects the Philippines as the "hottest" diving destination in Asia;
- Create a high-impact and interactive booth design to attract and encourage consumer, press and dive travel trade to visit the Philippine booth;
- Provide a highly functional yet visually appealing area for Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other animation activities.

### V. MINIMUM REQUIREMENTS

- Must have experience in rendering services at international exhibitions;
- Must have handled similar projects/requirements in the past, particularly expo or exhibition events in Thailand;
- Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism;
- Must have the capability to operate in Bangkok, Thailand;
- Must handle and coordinate with the Organizer the Damage Insurance Fee;
- 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 organizers for the dive show, and assemble and install audio-visual (AV) equipment and furniture accent pieces for the Philippine booth;
- Must be able to submit proposed design of the Philippine Booth on the deadline of submission of bids. Quality of submitted proposal will be taken into consideration before awarding the winning bid; and
- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS).

## VI. SCOPE OF WORK AND DELIVERABLES

### Booth Size and Location

Date	:	May 18 to 21, 2023 (TDEX 2023 Show Proper)
Venue	:	Queen Sirikit National Convention Center
Booth Space	:	54 sq.m. (9.00 x 6.00 m)

### The Following Specifications must be applied in the DOT booth:

- One (1) Philippine information counter on strategic side of the stand with graphic work (official DOT logos and key visuals) in appropriate high print quality, with three (3) bar stools, electrical outlets for laptops/tablets. Counter must also be equipped with lockable storage intended for promotional and information materials;
- Provision of ten (10) information counter for each private sector participant along the perimeter of and within the Philippine Booth with company/stakeholders signage/logo, at least two (2) chairs, electrical outlet with at least two (2) sockets for charging, and lockable storage intended for exhibitors' promotional and information materials and personal belongings;
- One (1) VIP Reception Area/Lounge featuring tropical-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;
- One (1) mobile bar area that can serve free-flowing coffee and hot and cold water dispenser with ample supply of water for the duration of the expo;
- Trash bins with ample supply of trash bags for the duration of the event.
- Must be able to submit design for the booth and must allow the end-user to request for revision until the design is approved;
- Daily stand cleaning and disinfection of the Philippine stand – before the opening, closing, and as needed;
- Stand set-up and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer;
- Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizer;
- Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizer;
- Must cover the damage insurance fee; and
- Must be able to execute and render the approved booth design layout. (layout will be provided once the project is awarded to the supplier)

### The following specifications must be applied in the Philippine Booth:

- General stand design theme: DIVE PHILIPPINES;
- Graphics (underwater photos) to be provided by the end user; and
- Rental and installation of one (1) unit of 55' LED TV with USB connection capability.

## VII. TIME FRAME AND SCHEDULE OF WORK

Activity	Date
Set up of the Philippine booth (ingress)	May 16 or 17, 2023 (based on the event's organizer manual)
TDEX Show Proper (stand maintenance)	May 18 to 21, 2023
Stand dismantling (egress)	May 21, 2023

**VIII. BUDGET**

- Total Budget allocation for the Philippine Booth is at **SEVENTEEN THOUSAND EIGHT HUNDRED FIFTY-SEVEN US DOLLARS (\$17,857.00) or NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY-NINE PESOS (PHP 999,999.00)** inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.
- The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.


**IX. PAYMENT TERMS**

Send bill arrangement, government terms

**X. CONTACT PERSON**

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