

TERMS OF REFERENCE
CENTRAL PHILIPPINES TOURISM EXPO 2023 | BOOTH DESIGN
June 14 – 19, 2023 | Iloilo City, Western Visayas, Philippines

Objectives:

1. Showcase the rich culture, natural wonders, and tourism assets of each of the Central Philippine regions through a 3-day travel trade exposition and promote the various destinations and its existing and new tourism products.
2. Increase tourism arrivals through Domestic Tourism
3. Engage with tourism stakeholders and local government units in the marketing and promotional efforts of the Department

I. SCOPE OF WORK/DELIVERABLES:

A. BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the Central Philippines Tourism Expo 2023.
- Facilitate Ingress and Egress proceedings, as well as forms and permits needed to conduct the 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:
 - Backwall & sidewall* Aluminum support system with Melamine panels
 - Storage Aluminum support system with Melamine panels
 - Information Counter 7 units Aluminum support system with melamine panels
 - Display Block/TV Stand* 1-unit Aluminum system with melamine panels
 - Flooring 54 sqm Needle punch carpet
 - Electrical: 24 units long arm spotlight, 3 units 2 gang, 2-prong convenience outlet, 1 lot Consumables
 - Furniture: 14 units bar stools, 7 units Brochure rack, 8 units Plants, 2 units Easel stand
 - Audio Visual: 1 unit 42" LED TV
 - Custom Made Roulette Wheel 1 units Timber constructed painted finish
 - Graphics: 1 lot Tarpaulin on back wall, 1 lot Tarpaulin on fascia, 1 lot Tarpaulin on system counter, 7 lots Tarpaulin on system tables, 1 lot Spin the wheel wall
 - Manpower Ingress/Egress and Delivery in Iloilo Convention Center, Iloilo City
 - MIMAROPA NATURALLY Build up letters
 - 6 lots mannequin and stand
 - All labor-related expenses
 - All other expenses necessary for the construction of the booth

B. Documentary Requirements

Mayor's/Business Permit
DTI/SEC Permit
Proof of PhilGEPS Registration
Omnibus Sworn Statement
Sample of previous works

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FOUR HUNDRED THOUSAND PESOS (P400,000.00)** inclusive of all government taxes and charges. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

III. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

IV. CONTACT PERSON

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