

**TERMS OF REFERENCE**  
**PHILIPPINE TRAVEL MART | BOOTH DESIGN**

August 31 – September 4, 2023, | SMX Convention Center Manila

**Objectives:**

1. Showcase the rich culture, natural wonders, and tourism assets of the MIMAROPA region 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 SERVICE:**

1. Booth Contractor to provide booth design, set-up, and dismantling of the DOT MIMAROPA Pavilion for the Philippine Travel Mart 2023

**A. General Requirements**

- Inclusive Date: August 31 – September 4, 2023
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Must have work experience on travel and trade fairs and/or other similar events.

**B. Documentary Requirements**

1. Mayor's/Business Permit
2. DTI/SEC Permit
3. Proof of PhilGEPS Registration
4. Duly Notarized Omnibus Sworn Statement
5. Sample of previous exhibition or travel and trade fairs booth/pavilion projects

**C. Specific Requirements**

**C.1. Booth construction and design**

- Facilitate permits and attend meetings regarding the Philippine Travel Mart 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 pavilion, with details and inclusions, to wit:
  - Submission of proposed sample corporate theme design of pavilion;
  - All design and landscaping materials and procedures for nine square meters by six square meters (54 sqm.) pavilion;
  - Rental of six (6) tables and eighteen 18 chairs for booth exhibitors;

- 7ft.x11ft. LED Screen for 3 days (September 1-3, 2023);
- Grass Carpet Flooring;
- Meeting area with a furniture set consisting of a table and sofa set and a dedicated cordon of velvet rope or other available material
- Storage space with shelving;
- MIMAROPA pavilion signage (See Annex A);
- Wooden panel design;
- Provision of five (5) mannequins (4 female; 1 male);
- Free-flowing coffee and water station for pavilion visitors for 3 days (September 1-3, 2023)
- Rental of plants
- Area to showcase MIMAROPA products (See Annex A);
- All labor-related expenses;
- All other expenses necessary for the construction of the booth

## **I. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **FOUR HUNDRED FIFTY THOUSAND THIRTY-ONE PESOS (₱450,031.00)** 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.

### **I. 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.

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## Annex A

### I. MIMAROPA Corporate Booth design inspiration and sample designs

- Sustainable corporate booth theme (wood panels, orange/dim lighting, plants, sustainable and natural display)
- Open space





## II. MIMAROPA Products (display / for sale)



Awards / Recognition

Wood Panels

MIMAROPA signage

