

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Booth Design, Set-up and Dismantling of the DOT MIMAROPA Pavilion for the Travel Tour Expo 2024 and Philippine International Dive Expo (PHIDEX) 2024

**II. IMPLEMENTATION:** February 2 - 4, 2023 and February 22 – 25, 2024

**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.
4. Must have PhilGEPS Registration

**IV. SCOPE OF WORK/DELIVERABLES:**

**BOOTH CONSTRUCTION AND DESIGN**

- Facilitate permits and attend meetings regarding the Travel Tour Expo 2024 and PHIDEX 2024.
- 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.
- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
  - Sample Corporate Design of Booths
  - All design and landscaping materials and procedures for a 36 sqm. and 72 sqm. Pavilion
  - All labor-related expenses
  - All other expenses necessary for the construction of the booth
  - Storage space
- **Travel Tour Expo**
  - Rent of 6 (Information Counter) Tables and 18 (Folding) Chairs
  - Rent of 6 brochure racks
  - 2 Dry Waste bin
  - Water Dispenser for 3 days with 2 gallons/day
  - Free Flowing Coffee for 3 days

**V. BUDGET**

The total budget allocation is **THE HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED FIFTY PESOS ONLY (P362,250.00)**, inclusive of taxes and fees.

**VI. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Notarized Omnibus Sworn Statement
4. Proposed Design for the Booth

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

Deadline of Submission of Quotation and Proposed Design is on or before **5:00pm of January 12, 2024 (Friday)**.

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.

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