

TECHNICAL SPECIFICATIONS

- I. PROJECT TITLE** : **International Health and Wellness Tourism Congress (IHWTC)**
- II. BIDDER** : Procurement for the Design, Delivery, Installation and De-installation of Site Enhancement Materials for the Philippine Hosting of the International Health and Wellness Tourism Congress
- III. INCLUSIVE DATES** : October 13 to 15, 2024
- IV. BACKGROUND**

The Department of Tourism (DOT) will be hosting the International Health and Wellness Tourism Congress (IHWTC) from October 14 and 15, 2024. The Philippines' hosting the global congress is anchored on the current strategic position and potentials as a "serious regional contender." This, as the DOT is currently operating under the 7-point agenda embodied in the National Tourism Development Plan for 2023-2028, particularly, the diversification of product portfolio through multidimensional tourism, thus, the aggressive push for the development of a highly competitive health and wellness tourism product.

The International Health and Wellness Tourism Congress (IHWTC) 2024 is an invitation-only event that will gather a selection of prominent international and local stakeholders in the health and wellness tourism sector. The event will provide a chance for participants to strengthen new partnerships and question innovative solutions through conferences, exhibitions, and direct business networking. The IHWTC 2024 offers the Philippines a unique chance to showcase its capabilities as a leading destination for medical and wellness tourism, while expanding its position in the global marketplace

V. MINIMUM REQUIREMENTS

- Must have handled similar projects/requirements in the past, particularly expo or exhibition events in the Philippines;
- Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism;
- Must have experience in rendering booth installation services and temporary architecture at local and international exhibitions;
- 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 event, 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 Site Enhancement 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

Date : 13 to 15 October 2024
Venue : Grand Ballroom, Grand Hyatt Manila

The Following Specifications must be applied in the site enhancement and build:

Entrance Archways, Photo wall, Registration, Build-up Letters, Wayfinders, Stage Design and Exhibition

- One (1) round-shaped Philippine information and registration counter on strategic area of the foyer area 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;
- Production of appropriate stand-up panel wayfinders with graphic work in appropriate high print quality;
- One (1) VIP Reception Room featuring tropical-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets (room to be provided by DOT);
- Provisions for the prayer room, room divider including a Qiblah sticker, 2 prayer mats, Muslim Prayer Book (Qur'an), and supply of clean water for Wudhu or Ablution (room to be provided by DOT);
- Production and fabrication of one (1) main entrance archway for the main entrance, meal area, and plenary area with graphic work (official DOT logos and key visuals) in high print quality, and appropriate lighting;
- Production and fabrication of appropriate number of Panel Signages for the hotel and other relevant venues and function areas of the IHWTC;
- Production and fabrication of one (1) Photowall (8ft by 20ft) with graphic work (official DOT logos and key visuals) in high print quality with appropriate lighting;
- Production and fabrication of build-up letters of Love the Philippines with at least 5ft in height and proportionate width. (based on the approval of DOT), with appropriate lighting;
- Production and fabrication of B2B area site enhancement, including signages/logo for at least 30 buyers;
- Provide design, layout, production, fabrication and set up, with 2-day regular cleaning and maintenance, and dismantling of the IHWTC Conference Main Stage, including production of backdrop/framing for the LED wall;
- Provision of live plants, flowers, and materials, as supplemental design elements;
- 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 maintenance of all produced materials – before the opening, closing, and as needed;
- Production design and event site enhancement set-up and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned site enhancement parts and egress on the date designated by the event organizer;
- Set-up and installation of the aforementioned 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;

The following specifications must be applied in the Site Enhancement:

- General site enhancement design theme: Health and Wellness with a touch of Filipino Design (local weaves such as Solihiya, Bamboo, Coconut, Banana Leaf, Ylang-ylang, Philippine Orchids, and the like);
- Graphics (key wellness and medical destinations and products) to be provided by the end user; and
- Live Plants: Inclusion of live plants

VII. TIME FRAME AND SCHEDULE OF WORK

Activity	Date
Set up of the Site Enhancement (ingress)	October 13, 2024
IHWTC Show Proper (site enhancement maintenance)	October 14 to 15, 2024
Site Enhancement dismantling (egress)	October 15, 2024

VIII. BUDGET

- Total Budget allocation for the Philippine Booth is at **NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED EIGHTY PESOS** (PHP 999,980.00) 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

Contact Person : Antonio-Marie M. Siddayao II
Office : Office of Product and Market Development
Contact Number : Loc. 519
Email Address : ammsiddayao@tourism.gov.ph

APPROVED BY:



PAULO BENITO S. TUGBANG, M.D.
Director, Office of Product Development