

## **TERMS OF REFERENCE**

- I. BIDDER** : **Booth Installation, Maintenance, and Dismantling of the Philippine Booth at the CAPA**
- II. PROJECT TITLE** : CAPA Asia Aviation Summit 2-3 November 2023 in Kuala Lumpur,
- III. OBJECTIVE** :

In consonance with the strategic direction of the NTDP, the Department's participation in CAPA 2023 aims to achieve the following:

- Promote Philippine international gateways to the decision makers of some of the largest airline operators in Asia;
- Meet key aviation stakeholders from foreign carriers in the ASEAN region to discuss route development opportunities on a one-on-one basis; and

**IV. MINIMUM REQUIREMENT OF SUPPLIER:**

- Must be willing to provide services on send-bill arrangement
- Must be a local or an international contractor/builder who can do the service in Malaysia
- If a local contractor, must be able to submit a bid that will assume the cost of

**V. SCOPE OF WORK/DELIVERABLES**

- A. Booth that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to set up the stand.

**Booth Details**

1. Size 12 sq. meters/island stand or 3 sides open (6m x 2m)
2. Layout - materials for rental only. Must be Filipino-inspired materials (wood/rattan/woven fabric)
  - (1) Information counter with lockable cabinets
  - (1) high swivel chair
  - (1) Brochure stand
  - (1) coffee/tea station with lockable cabinet
  - (1) hot/cold water dispenser
  - (1) trash bin
  - (6) outdoor lounge chair (rattan)
  - (2) round table – sits 3 chairs
  - (1) unit of 55' LED TV with USB connection capability.
  - (3) Potted indoor plants and/or fresh flowers
3. Booth graphics: Philippine destination photos
4. Specific stand requirements
  - One (1) Philippine information counter on the 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.
  - One (1) lighted overhead Philippines text signage

- Provision of information counters 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 Filipino-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.
- 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;
- Damage insurance fee.

#### **VI. TIME FRAME AND SCHEDULE OF WORK**

The contract duration is a period of four (4) days with the following schedule of work:

- 2 November                      Ingress (or according to official event schedule)
- 3-4 November                Stand maintenance / Event Proper
- 4-5 November                Egress (or according to official event schedule)

#### **VII. QUOTATION**

Total costing for the Philippine booth is amounting to One Million Pesos (**PhP 1,000,000.00**) inclusive of government taxes and other applicable charges.. The proposals should allow for modifications in stand and layout according to the needs and requirements of the end user without additional cost to the Department.

#### **VIII. PROJECT OFFICER**



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