

**TERMS OF REFERENCE**  
**NORTH LUZON TRAVEL EXPO | BOOTH DESIGN**

November 25 – 27, 2023 | CAP Convention Center, Camp John Hay, Baguio City

**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 booth for the North Luzon Travel Expo (NLTE) 2023

**A. General Requirements**

- Inclusive Date: November 25 - 27, 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 North Luzon Travel 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:
  - Submission of proposed sample theme design of booth;
  - All design and landscaping materials and procedures for two square meters by three square meters (6 sqm.) booth;
  - Rental of one (1) information table, one (1) small round table and four (4) chairs for booth exhibitors;
  - Green Grass Carpet Flooring;

- Sintraboard / Tarpaulin for booth wall covering;
- Rental of plants (at least 10 plants for 3 days)
- Other suggestion by bidder;
- All labor-related expenses; and
- All other expenses necessary for the construction of the booth

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

The Approved Budget for the Contract is **SIXTY-FIVE THOUSAND PESOS (P65,000.00)** 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.

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