

TERMS OF REFERENCE

I. NAME OF PROJECT: Booth Design, Set-up and Dismantling of the DOT MIMAROPA Booth for the 2nd Mindanao Tourism Expo (MTEEx) 2024

II. IMPLEMENTATION: April 25 – May 1, 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 2nd Mindanao Tourism Expo (MTEEx) 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 Booth
 - All design and landscaping materials and procedures for an 18 sqm. booth
 - All labor-related expenses
 - All other expenses necessary for the construction of the booth
 - Storage space
 - Rent of 4 (Information Counter) Tables and 8 Chairs
 - Rent of 4 brochure racks
 - Photo Wall

V. BUDGET

The total budget allocation is **ONE HUNDRED THOUSAND PESOS ONLY (P100,000.00)**, 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.)

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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