

## **TERMS OF REFERENCE**

**I. NAME OF PROJECT:** Booth Design, Set-up and Dismantling of the DOT MIMAROPA Booth for “OBRA MIMAROPA” at Glorietta, Makati City

**II. IMPLEMENTATION:** October 24 - 27, 2024

### **III. MINIMUM REQUIREMENTS**

1. Must have experience working on travel and trade fairs 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. BOOTH OVERVIEW**

The Bayanihan Exhibit Booth located at the Activity Center will serve as the showcase area that will house locally-made products from MIMAROPA in small spaces of living room, workspaces, kitchen, bedroom, etc. The design must be inspired by Filipino culture as we intend to bring visitors to different parts of the region to get a glimpse of life in MIMAROPA.

### **V. SCOPE OF WORK/DELIVERABLES**

#### **BOOTH CONSTRUCTION AND DESIGN**

- Facilitate permits and attend meetings regarding the OBRA MIMAROPA 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: and
  - ❖ Develop a creative and engaging 4m x 4m booth design with the goal of showcasing the best products of the MIMAROPA region and integrating the following:
    - Create detailed 3D renderings and layout plans for the booth (i.e., overall area for showcase) incorporating MIMAROPA colors (i.e., blue and green) for the walls and soft earth tone colors for the materials/instruments/furnitures (*see Annex B*)
    - All design and landscaping materials and procedures for 4m x 4m booth
    - Assemble all display elements including cabinet, tables, chairs, and products etc.
    - All labor-related expenses

- All other expenses necessary for the construction of the booth
- Construction of two (2) sides booth wall(s) with attached or built-in shelves (*see Annex A*)
- Construction of fluted panels for division of two (2) areas (*see Annex A*)
- Rent of one (1) vanity table with mirror and one (1) rattan or ottoman chair for bedroom type area (*see Annex A*)
- Rent of one (1) cabinet and 15 (fifteen) hangers for bedroom type area (*see Annex A*)
- Rent of one (1) bag/coat rack/stand/hanger for bedroom type area (*see Annex A*)
- Rent of one (1) small size dining table and two (2) dining chairs for dining type area (*see Annex A*)
- Provision of five (5) photo wall frames for the bedroom type area
- Rent of one (1) medium size table and two (2) bar stool high chair with backrest for 2 sellers
- Provision of "MIMAROPA" and "Love the Philippines" landscape banners (*see Annex A*)

## **VI. BUDGET**

The total budget allocation is **FIFTY THOUSAND PESOS ONLY (₱50,000.00)**, inclusive of taxes and fees.

## **VI. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Notarized Omnibus Sworn Statement
4. SEC/DTI Permit
5. Proposed Design for the Booth
6. 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 the bid does not exceed the above total budget.

Contact Person: **Ms. Christine Joy L. Isidro**  
 DOT MIMAROPA Regional Office  
 Mobile (0967) 337-5875  
[dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)

## Annex A

### Walls with Attached or Built-in Shelves



### Fluted Panels



### Vanity Table with Mirror and Rattan or Ottoman Chair





## Cabinet and Hangers



## Bag/Coat Rack/Stand/Hanger



## Dining Table and Seat



## Photo Wall Frames



## Bar Stool Chair with Backrest



## Extra Table



## Banner





## Annex B

### Overall Idea of the Booth:

