

TECHNICAL SPECIFICATIONS

I. NAME OF PROJECT: Booth Integrator of the MIMAROPA Pavilion for the “32nd Travel Tour Expo 2025” at SMX Convention Center, Mall of Asia Complex, Pasay City”

II. IMPLEMENTATION: February 06 - 10, 2025

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. PAVILION OVERVIEW

The MIMAROPA Pavilion will house the five (5) Provincial Government Units and two (2) City Tourism Offices from the MIMAROPA region (i.e, Occidental Mindoro, Oriental Mindoro, Marinduque, Romblon, Palawan, Puerto Princesa City, and Calapan City) along with the Department of Tourism – MIMAROPA. The pavilion booth must feature designs that are consistent with the Expo with an underlying theme, “Beyond Borders”.

V. SCOPE OF WORK/DELIVERABLES

OVERALL PAVILION INTEGRATOR (120sqm.)

- Liaise with the Travel Tour Expo 2025 organizing committee for technical approvals and other coordination
- Provide spatial solutions for eight (8) divisions of the overall 120 sqm pavilion including a space for a storage room and common/shared lounge area
- Collaborate with sub-booth contractors of the seven (7) co-exhibitors to ensure smooth integration
- Develop an overarching design concept that integrates/harmonizes the elements of all the sub-booths to ensure a unified theme, color palette, and branding that best represents the MIMAROPA region and following the PTAA use of pavilion regulations - *you may request and refer to the TTE Exhibitor’s Manual from the Regional Office.*
- Review individual booth designs/layouts by the sub-booth contractors of the seven (7) co-exhibitors
- Facilitate/oversee/consolidate the required permits, forms, and any other booth requirements including ingress and egress proceedings needed to conduct smooth installation of all the sub-booths
- Attend alignment meetings with regards to the “32nd Travel Tour Expo 2025”
- Provide regular updates and iterations for review and approval by the Department of Tourism – MIMAROPA

DOT MIMAROPA BOOTH CONSTRUCTION AND DESIGN (15sqm.)

- Design/booth dressing, decorating, and construction of the DOT MIMAROPA sub-booth, with details and inclusions, to wit:
 - Create detailed 3D renderings and dimensional layout plans showcasing the front, side, back, and upward perspectives, elevations, and floor plans following a festive / festival design
 - Facilitate installation of 4 meter height welcome arch, storage room, and common lounge area
 - Assemble all display elements including cabinet, tables, chairs, and products etc.
 - Rent of one (1) mega counter table and five (5) bar stool chairs
 - Rent of two (2) brochure racks
 - 2 Dry Waste Bin
 - Water Dispenser for 3 days with 2 gallons/day
 - Free Flowing Coffee for 3 days
 - Production of 150 pcs. bingo cards including its layout/design and 8 pcs. rubber stamps
 - All design and landscaping materials and procedures for the 15 sqm sub-booth
 - All labor-related expenses
 - All other expenses necessary for the construction of the booth
 - Provision of personnel who would handle and troubleshoot problems as well as in overseeing the maintenance of the booth during the whole duration of the expo (ingress, exhibit proper, and egress)

VI. BUDGET

The total budget allocation is **ONE HUNDRED FIFTY THOUSAND PESOS ONLY (P150,000.00)**, 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