

**Republic of the Philippines  
Department of Tourism – Sydney**

**REQUEST FOR PROPOSAL (RFP)**

Date: 16 August 2019

The Philippine Department of Tourism in Sydney (DOT Sydney) is authorized to undertake procurement activities in accordance with prescribed procurement guidelines for overseas offices. DOT Sydney requires the services of an Australia-based company engaged in the business of designing and setting up booths for travel and consumer fairs for the Philippine Stand at World Routes 2019 to be held in Adelaide from September 21-24, 2019. The approved budget for the contract (ABC) is Eighty Six Thousand One Hundred Eleven Australian Dollars and Eleven Cents (AUD 86,111.11).

Interested companies are invited to submit their signed proposals with financial offer/quotes not later than **September 5, 2019**, subject to the Terms and Conditions provided in the attached Terms of Reference (TOR).

Proposals/costs shall be submitted by email to [info@morefuninthephilippines.com.au](mailto:info@morefuninthephilippines.com.au)  
Requests for any clarification may also be sent to this email.

DOT Sydney reserves the right to reject any/all offers, as well as accept any offer it may consider as most advantageous to the Government of the Republic of the Philippines.

  
**NORJAMIN G. DELOS REYES**  
Tourism Attache  
Australia/New Zealand

## TERMS OF REFERENCE

I. **PROJECT TITLE:** Booth design, set-up, and dismantling of the Philippine Booth at the World Routes 2019

II. **BACKGROUND:**

Recognizing the important role of Route Development in increasing tourism demand through the generation of new air services, the Philippine Department of Tourism (DOT) will participate in World Routes 2019 in Adelaide, Australia on September 21-24, 2019. World Routes is the global gathering for aviation organizations from across all continents and countries, bringing together the largest range of airlines, airports, tourism authorities, civil aviation authorities. It is the largest and most prestigious event, attracting more than 3,000 delegates, from a wide variety of organizations who wish to meet, plan, and conduct business for new global routes.

The Exhibition is participated in mostly by tourism offices, airports and airlines, which aim to network with relevant partners in helping to develop and promote air access. The Philippines has participated in past World Routes editions:

Date	Venue	Size of DOT booth	Theme
October 2013	Las Vegas, USA	50 square meters	"More Fun"
September 2014	Chicago, Illinois, USA	100 square meters	"More Fun"
September 2015	Durban, South Africa	100 square meters	"More Fun"
September 2016	Chengdu, China	100 square meters	"More Fun"
September 2017	Barcelona, Spain	100 square meters	"More Fun"
September 2018	Guangzhou, China	150 square meters	"More Fun"

For World Routes 2019, the DOT has secured a 100-square meter stand.

The Philippine delegation is expected to be composed of representatives of the DOT, Department of Transportation, Civil Aeronautics Board, Civil Aviation Authority of the Philippines, Philippine carriers, and Philippine international airports.

III. **PURPOSE/OBJECTIVES:**

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and setting up booths for travel and consumer fairs for the Philippine Stand at World Routes 2019. The company must have an Australian Business Number (ABN) and should have a minimum of 5 years' experience in the design and construction of booths, particularly in tourism trade fairs or similar events in Australia.

The set-up of the booth aims to attain the following objectives:

- A. Generate positive "name recall" of the Philippines and promote the country's tourist destinations and airports;
- B. Create an atmosphere that highlights the country's "It's More Fun in the Philippines" brand;
- C. Attract and encourage consumer, press, and travel guests to visit the Philippine booth;
- D. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other interactive activities.

To be able to achieve the above-mentioned objectives, bidders shall submit a proposed design and layout for the stand together with their financial bid.

IV. **SCOPE OF WORK/DELIVERABLES**

The Philippine Department of Tourism requires a package of services for the following:

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- A. Booth design 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 100 sq. meters/island stand or 4 sides open
2. Layout – materials for rental only
  - Six (6) individual meeting tables with laptop security cables and at least 4 chairs each.
  - VIP area for high-level meetings with audio-visual and technical facilities
  - One (1) Philippine Information Counter
  - Area for entertainment/performance
  - Area for video presentations equipped with audio-visual and technical facilities – with big LED TV screens or touch screen technology
  - Storage area – with water and coffee supply
3. General stand theme: IT'S MORE FUN IN THE PHILIPPINES
4. Specific stand requirements
  - Stand set-up inclusive of appropriate lighting, storage, lockers for personal belongings and VIP area, and presentation area.
  - Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, enough lighting to convey a tropical island setting
  - Carpeted flooring
  - Philippine Information Counter should have the following: highchairs, power outlet, lockable cabinets, laptop security cables, brochure racks, and stand layout appropriate visuals and accessories.
  - Tables should have the following: lockable storage cabinet, 4 chairs, electric outlets and adaptors.
  - Storage areas should have the following: lockers, coat racks, ample shelves for brochures, working table and mirror.
  - Coffee maker with coffee, milk/creamer, sugar, disposable cups and stirrer.
  - Water dispenser with disposable cups and daily supply of potable water
  - VIP area furniture should fit the "It's More Fun in the Philippines" setting and conform to the recommendation of the DOT to include counters, tables, chairs, shelves, hangers, mirrors, etc.
  - All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
  - Enough power outlets and lighting.
  - Other accessories needed to achieve the desired theme.
  - Daily stand cleaning – before the opening, during the closing of the Philippine stand.
  - Stand and set-up and dismantling supervision and stand maintenance for the duration of the fair.
- B. Set-up and installation of the booth while strictly following the rules and regulations set by the fair/event organizers.
- C. Coordination with other service providers that is needed in the set-up of the booth (Ancillary services etc.)
- D. Storage/disposal of the booths/parts and egress on the dates designated by the event organizers.
- E. All materials used for the booth set up are considered as waste materials after the event.

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

The contract duration is a period of six (6) days with the following schedule of work:

1. September 19-20 Set-up Philippine booth at World Routes 2019  
(or according to official event schedule)
2. September 21-24 World Routes 2019 (Stand maintenance)
3. September 24-25 Stand Dismantling  
(or according to official event schedule)

VI. **BUDGET**

Total Budget allocation for the Philippine booth is **Three Million One Hundred Thousand Pesos (Php3,100,000.00) or Eighty-Six Thousand One Hundred Eleven Australian Dollars and Eleven Cents (AUD86,111.11)** inclusive of taxes. Financial proposal should allow for modifications in stand and layout and design according to the needs and requirements of the end user. Full payment shall be made upon completion of the project (send bill arrangement).

\*1 AUD = 36 PHP

**The winning bid however shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers, adoption of the "It's More Fun in the Philippines" brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.**

**PROJECT OFFICER**

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