

## TERMS OF REFERENCE

**PROJECT TITLE:** 2<sup>nd</sup> International Wellness Tourism Expo Booth  
Installation, Design, and Dismantling of the Philippine Booth

**PROJECT DATE:** May 8-10, 2024

### I. BACKGROUND

The Philippine Department of Tourism Office requires a company that will be in charge of the designing, construction and dismantling of the Philippine booth during its participation in this year's International Wellness Tourism Expo, Japan's first exhibition that highlights destinations, facilities, activities, and products related to wellness tourism.

### II. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

#### A. BOOTH SIZE AND LOCATION

Dates: May 8-10, 2024

Location: 6-17

Booth Size: 48.6sqm (9m x 4.5m) raw booth space (2 sides open)

#### B. BOOTH DETAILS

- One (1) Philippine information counter on strategic side of the stand with back lit graphic work (official DOT logos and Love the Philippines) in appropriate high print quality, at least two (2) bar stools, electrical outlets for laptops/tablets, one (1) brochure rack, and one (1) business card fishbowl.
- Fascia board with built up letters with DOT Philippines logos/slogans/campaigns (design is subject to DOT's approval)
- Provision of five (5) 0.75 m x 0.75 m information tables for each selected private sector participant along the perimeter of and within the Philippine Booth with company/stakeholders signage/logo, one (1) chair, and electrical outlet with at least two (2) sockets for charging
- One (1) storage room with the following:
  - Steel racks
  - 1 Working table;
  - Lockable doors;
- Wifi (at least 50 mbps)
- Trash bins with ample supply of trash bags for the duration of the event.
- Include a provision for a dedicated staff to maintain the booth (electrical, technical requirements, etc.) and clean the booth twice daily (prior to opening of the mart and afternoon), and from installation till close of the travel mart.

#### C. BOOTH SET-UP AND DISMANTLING

Booth set-up, installation, and dismantling of the exhibition set up of the Philippine Booth, must conform to the schedule, rules, and regulations set by the exhibition organizers and venue.

### III. TIME FRAME AND SCHEDULE OF WORK

All interested parties must submit working design drawings and cost schedules within six (6) days upon receipt of the document.

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|--|---|----------------|
| 1. Design and approval of the booth    | - | April 8, 2024  |
| 2. Booth Set-up and Turnover           | - | May 7, 2024    |
| 3. Exhibition Proper/Stand Maintenance | - | May 8-10, 2024 |
| 4. Booth Dismantling                   | - | May 10, 2024   |

**IV. BUDGET**

Total Budget allocation for the Philippine Booth is at **JPY 1,597,000** inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.

The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

**VII. EVALUATION PROCEDURE**

The winning bid, however, shall be determined based on aesthetic and functionality of the booth design, and its conformity with the rules and regulations provided that the amount of bid does not exceed the above total budget.

**V. PAYMENT TERMS**

Invoice to be sent to DOT upon completion of the project and submission of English report.

**VI. CONTACT PERSON**

Contact Person :  
Office :  
Contact Number :  
Email Address :