

TERMS OF REFERENCE

(TECHNICAL SPECIFICATIONS)

Project Title : IFTM Top Resa 2023
Job Specification : Design, Set-up, Maintenance and Dismantling of Philippine Pavillion
Date: October 3-5, 2023
Venue: Porte de Versailles
Paris, France
Location: Hall 1
Booth size : 106.35 sqm (Open on 4 sides)

BACKGROUND:

The Philippine Department of Tourism (DOT) – Frankfurt requires the expertise of a booth contracting firm to create an artist's impression or model for the Philippine booth at the IFTM Top Resa 2021 event in Porte de Versailles, France. IFTM Top Resa is a comprehensive B2B travel exhibition encompassing various sectors like Business, Leisure, Groups, and MICE, aimed at serving professionals in the tourism industry.

PURPOSE / OBJECTIVES:

The Philippine Department of Tourism requires the services of a European-based company or a company with European affiliations, specializing in the setup of booths for travel and consumer fairs. This is for the purpose of creating the Philippine Stand at the IFTM Top Resa event in Paris.

The primary goals of constructing this booth are as follows:

1. Establish a strong and positive brand recognition for the Philippines and promote its key tourist destinations.
2. Craft an ambiance that showcases the country's premier destinations and embodies the "Love The Philippines" brand.
3. Entice and motivate media representatives and travel industry professionals to visit the Philippine booth.
4. Develop a functional and visually captivating space.

CAPABILITY REQUIREMENTS:

- Must have an experience rendering services at international exhibitions
- Must have the capability to operate in France
- Must have a dedicated team who will focus on creating the artist's impression or model, set-up, maintenance and dismantling of the Philippine pavilion

TERMS OF REFERENCE:

1. General stand design theme: **LOVE THE PHILIPPINES**
2. Philippine booth design – a functional booth that will accommodate ten (10) exhibitors including DOT information counter and showcase the Philippines' top destinations, incorporating the design pegs to be supplied by the DOT
3. Submit an artist's proposal / artist's impression or model for the Philippine pavilion that will incorporate and accommodate the following:
 - One (1) LED wall with USB port or built-in video player that will project Philippine tourism videos and images
 - Ten (10) Philippine exhibitor counters
 - One (1) Philippine Information counter
 - VIP Reception area
 - Storage room with small area for dining

4. Specific Stand Requirements:

- Hanging banners
- Sufficient LED lighting that will create a dramatic effect, complementing the design of the booth.
- Provide individual company negotiating tables with 3 chairs for each Philippine exhibitor. Each station must have the following:
 - One table
 - Lockable storage cabinet (may be part of the design of the table)
 - Individual electric outlets
 - Company name and logo (Backlit design)
 - Trash bin
- VIP reception area which can comfortably accommodate six (6) guests at a time and should have the following:
 - Furniture and fixtures, featuring modern and contemporary designs (may be Filipino-inspired décor)
 - Appropriate backdrop visuals
 - Brochure rack
 - Fresh plants and flowers
 - Electrical outlet on both sides
- One information counter which can accommodate two (2) persons at a time and should have the following:
 - Appropriate visuals (backlighting) and accessories
 - Electrical outlet
 - Brochure rack
 - Two (2) chairs
 - Printed exhibitor directory (A4-size)
- Storage room where PH delegation can keep their materials and should have the following:
 - Storage shelves
 - 12 lockers (10 exhibitors, plus two lockers for DOT)
 - Coat hangers (big enough to hang coats for at least 10 pax)
 - Small dining area
 - Half-length mirror
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)
- Philippine Map
- Bar/info counter near the kitchen
- Animation area/ Photowall
- Elevated carpet platform / floor to conceal the electrical wirings and connections.
- Fast and reliable WiFi internet connection for the whole Philippine delegation, maximum of 25 devices
- All exhibition connections and fees (daily cleaning, ample supply of electricity, running water, suspensions and permits)
- Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
- Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

5. Staff complement

- One (1) person who will supervise the stand set-up, maintenance and dismantling of the pavilion during the IFTM Topresa fair dates.
- Availability of one (1) maintenance personnel for the duration of the fair including daily cleaning of stand (before opening and before closing of the fair)

6. Time Frame and Schedule of Work

- Submission of initial two (2) booth designs together with the budget is on or before September 20, 2023; This will be submitted to the Philippines Department of Tourism
- Final design approval of the Philippine Pavilion will come from Philippines Department of Tourism in Manila (this is for discussion with PDOT Frankfurt).
- Awarding to the winning bidder will only be finalized upon the receipt of Authorization to procure and engage in contract with suppliers of the DOT Frankfurt. This Terms of Reference only serves as a request of quotation/proposal until the Authorization is approved.
- Booth set-up and dismantling: Should follow the official event schedule as prescribed by the event's organizer

7. Budget

- The total budget allocation is **PHP 6,517,940 / EUR 106,965.75** inclusive of (applicable European / French government) taxes and other fees.
- The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user prior to the finalization and installation of the stand.

8. Payment

Payment Procedure:

- Charges for the booth design, construction, and dismantling shall be billed to the DOT Head Office
- Payment scheme will be done in 2 tranches:

	To be invoiced on:	Amount:
First payment	Before the event	50%
Second payment	After the event implementation	50%
Total:		PHP 6,517,940 / EUR 106,965.75

9. Evaluation Procedure

- The winning bidder shall be selected not solely based on the amount of bid but shall also consider the overall design of the booth based on this Technical Specifications (Tech Specs)
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost and design that adheres to the pavilion elements stipulated in this Technical Specifications, provided that the amount of the bid does not exceed the above total budget.

Contact Persons:

DAKILA F. GONZALES

Tourism Attaché

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SIGNED BY PROPONENT:

Signature: _____
Name: _____
Company: _____
Company Designation: _____
Date: _____