

TERMS OF REFERENCE

Project Title	:	Salon dela Plongee 2022
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	January 7-10, 2022 (event proper)
Venue	:	Porte De Versailles Paris, France
Location	:	TBA
Booth size	:	80 sqm (Island stand – 4 sides open)

BACKGROUND:

The Paris International Dive Show (Salon International de la Plongee Sous-Marine) is THE show for the diving sector. It is the only event in France that brings together dive exhibitors of various categories: associations, boats, diving centers, dive insurance, manufacturers and distributors, media, publishers, tourism offices, training, dive operators and travel agents.

There are more than 350,000 scuba divers in France, 10% (40,000) of which travel abroad for diving through a tour operator. Taking part in this event will give the Department the advantage of a publicity campaign spread over several months-at no extra cost.

PURPOSE / OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company engaged in the business of designing and setting up of booths for travel and consumer fairs for the Philippine Stand at Salon International de la Plongee Sous-Marine 2022.

The construction of the aforementioned booth aims to attain the following objectives:

- Generate a positive name recall of DIVE Philippines brand and boost the visit of dive enthusiasts to Philippine dive destinations
- Create an atmosphere that reflects the Philippines as the global center of marine diversity;
- Highlight the features of Philippine dive destinations.

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 the design and set-up of the Philippine booth

Scope of Work / Deliverables

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

1. General stand design theme: **DIVE PHILIPPINES**
2. Philippine booth design – a functional booth that will accommodate Eight (8) exhibitors including DOT information counter and showcase the Philippines' top dive destinations, incorporating the design pegs to be supplied by the DOT
3. Design and construct space that will accommodate the following:
 - 3.5m x 2m LED wall with USB port or built in video player that will project Philippine tourism videos and images
 - Stage for flair bartending (with mini-bar)
 - Eight (8) Philippine exhibitors
 - Information counter
 - VIP Reception area
 - Storage room for the PHL delegation

Specific Stand Requirements

1. 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 (3 sockets each)
 - Company name and logo
 - Disinfectant dispenser
2. 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
 - Appropriate backdrop visuals
 - Brochure rack
 - Fresh plants and flowers
 - Electrical outlet on both sides
 - Disinfectant dispenser
3. One information counter which can accommodate 2 persons at a time and should have the following:
 - Appropriate visuals (backlighting) and accessories
 - Electrical outlet
 - Brochure rack
 - 2 chairs
 - Exhibitor directory
 - Disinfectant dispenser
4. Storage room where PHL delegation can keep their materials and should have the following:
 - Storage shelves
 - Lockers (at least 10 lockers)
 - Coat hangers
 - Mini-kitchen with sink and running water
 - Half-length mirror
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, drinking glasses, trash bins, ample supply of trash bags etc.)
 - Disinfectant dispenser
5. Backlighting hanging banners (size will depend on the booth)
6. Elevated carpet platform / floor to conceal the electrical wirings and connections.
7. Fast and reliable Internet connection for the whole Philippine delegation.
8. Backlighting hanging banners
9. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
10. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
11. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
12. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

Staff complement

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the duration of the fair

Time Frame and Schedule of Work

- Submission of initial booth design together with the budget us on or before November 15, 2021
- Booth set-up and dismantling: Should follow the official event schedule as prescribed by the events organizer

Budget

- The total budget allocation is **EUR40,000.00** inclusive of 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.
- Interested bidders must present a budget breakdown in their proposal, indicating the components of their proposed budget

Documentary Requirements

- Signed Terms of Reference (all pages should be initialed)
- Company registration documents and appropriate licenses
- Latest Tax clearance
- Company portfolio containing similar projects previously undertaken in the past 5 years.

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 Terms of Reference (TOR). It will also be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

Contact Persons:

Ms. Anabelle Gaye Apostol
Operations Officer
Philippine Department of Tourism – Frankfurt
anabelle@morefunphilippines.de

SIGNED BY PROPONENT:

Signature : _____

Name: _____

Company: _____

Company Designation: _____

Date: _____