

TERMS OF REFERENCE

Project Title	:	IFTM Top Resa 2021
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	October 05-08, 2021 (event proper)
Venue	:	Porte de Versailles Paris, France
Location	:	Pavilion 1
Booth size	:	50 sqm (Island stand – 4 sides open)

BACKGROUND:

The Philippine Department of Tourism (DOT) – Frankfurt is in need of the services of a booth contracting company that will conceptualize the design of the Philippine booth for IFTM Top Resa 2021 in Porte de Versailles, France.. IFTM Top Resa is a multi-segment B2B travel show covering Business, Leisure, Groups, and MICE catering to tourism professionals.

PURPOSE / OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company based in Europe or has an affiliate in Europe that is engaged in the business of designing and setting up of booths for travel and consumer fairs for the Philippine Stand at IFTM Top Resa, Paris.

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

- Generate a positive name recall of Philippines brand and promote the country's top tourist destinations;
- Create an atmosphere that highlights the country's top dive destinations and *It's More Fun in the Philippines* brand;
- Attract and encourage press and travel trade guests to visit the Philippine booth;
- Create a highly functional, and visually appealing area;
- Ensure compliance with the necessary COVID-19 health and safety protocols that enable social distancing of at least 1.5 meters between two stands and setting up protective panels for hygiene.

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: **IT'S MORE FUN IN THE PHILIPPINES**
2. Philippine booth design – a functional booth that will accommodate six (6) exhibitors including DOT information counter and showcase the Philippines' top destinations, incorporating the design pegs to be supplied by the DOT
3. Design and construct space that will accommodate the following:
 - LED wall with USB port or built-in video player that will project Philippine tourism videos and images
 - Six (6) Philippine exhibitors counters

- One (1) Philippine Information counter
- VIP Reception area
- Storage room with small area for dining

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
 - Protective panels for hygiene
 - 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
 - 3 chairs
 - Exhibitor directory
 - Protective panels for hygiene
 - 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 (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.)
5. Elevated carpet platform / floor to conceal the electrical wirings and connections.
6. Fast and reliable WiFi internet connection for the whole Philippine delegation.
7. Backlighting hanging banners
8. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
9. All exhibition connections and fees (daily cleaning, ample supply of electricity, running water, suspensions and permits)

10. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
11. 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 including daily disinfection of stand

Time Frame and Schedule of Work

- Submission of initial booth design together with the budget is on or before September 10, 2021.
- Booth set-up and dismantling: Should follow the official event schedule as prescribed by the event's organizer

Budget

- The total budget allocation is **EUR30,000,00** 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.

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 Terms of Reference (TOR)
- The winning bid shall 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.

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