



August 16, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies/ suppliers to send quotations for the booth design, set-up/construction, and dismantling of the DOT booth at Routes World 2023 in Istanbul, Turkiye on October 15-17, 2023.

Attached for your guidance is the detailed **Terms of Reference**.

Please submit your proposal and required supporting documents on or before August 30, 2023 to jing@pdotlondon.co.uk or admin@pdotlondon.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in black ink that reads "Gerard Panga".

GERARD O. PANGA

Tourism Attaché

Philippine Department of Tourism - London





TERMS OF REFERENCE

- I. BIDDER :** Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth
- II. PROJECT TITLE :** Routes World 2023
- III. VENUE :** Istanbul Expo Center, World Trade Center, Istanbul, Turkiye

IV. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be an international contractor/builder **OR** a Philippines-based contractor/builder with an affiliate/partner in Turkiye
- Must be willing to provide services on send-bill arrangement

V. SCOPE OF WORK/DELIVERABLES

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

- 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.
- B. Booth Requirements**
- a. Size – 120 sq. meters stand; 10m x 12m
 - b. Height limit – 4 meters
 - c. Layout – materials for rental only
 - Accent wall featuring Philippine destination
 - 1 info counters with at least two (2) chairs each
 - 4 meeting table with at least four (4) chairs each
 - 1 VIP Lounge
 - Coffee/water station
 - Sanitation station
 - Photobooth Area
 - d. General stand theme: Multi-Dimensional Tourism, Heavily inspired by the façade of Clark International Airport
 - e. Specific stand requirements
 - Booth structure and panels featuring Philippine destinations.
 - Philippines text overhead signage
 - 1 info counter with at least 2 chairs
 - 1 bar table for coffee and tea
 - 1 VIP Lounge with sofa set and center table.
 - 4 discussion tables with at least 4 chairs each
 - 360 video booths complete with amenities as activation.
 - General stand theme: Philippine traditional interior and furniture, heavily inspired by the façade of Clark International Airport
 - Electric outlet and adaptor
 - Thrash bin
 - All exhibition venue connections (electricity, water, health and venue permits)
 - COVID test for setup team as may be required by the Organizer
 - Stand and set-up and dismantling supervision and stand maintenance for

the duration of the fair.

- C. Set-up and installation of the booth while strictly following the rules and regulations set by the fair/event organizers.
- D. Coordination with other service providers that is needed in the set-up of the booth (Ancillary services etc.)
- E. Storage/disposal of the booths/parts and egress on the dates designated by the event organizers.
- F. All materials used for the booth set up are considered as waste materials after the event.

VI. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of four (4) days with the following schedule of work:

- | | |
|------------------|--|
| 1. October 14 | Ingress/Set-up Philippine booth
(or according to official event schedule) |
| 2. October 15-17 | Routes Asia Summit/Event proper (Stand maintenance) |
| 3. October 17 | Stand Dismantling (or according to official event schedule) |

VII. BUDGET

Total Budget allocation for the Philippine booth is **Seven Million Five Hundred Thousand Pesos (Php 7,500,000.00)** 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).

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 "Philippines" brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PROJECT OFFICER



Paulo Benito S. Tugbang, MD

Director

Office of Product and Market Development