



## TERMS OF REFERENCE

I. **PROJECT TITLE:** DESIGN, SET-UP, MANAGEMENT AND DISMANTLING OF THE PHILIPPINE STAND AT DESTINATIONS 2019 (OLYMPIA, LONDON)

II. **BACKGROUND:**

In line with its goal of boosting travel movement to the Philippines from UK and the mainland Europe, PDOT will again be participating in the **DESTINATIONS 2019** be held at Olympia, London from 31 Jan - 03 Feb 2019.

The Philippines will be putting up booth space a 31.5 square meters (7 x 4.5 sq m) - a square meter booth.

III. **PURPOSE/OBJECTIVES:**

The Philippine Department of Tourism is in need of the services of a European based company engaged in the business of designing and constructing booths for travel and consumer fairs for the Philippine booth at the **DESTINATIONS 2019**.

**The Philippine booth should:**

- a) Generate positive name recall of the Philippine brand as a "more fun destination" for the UK market;
- b) To project a tropical feel, highlighting our different islands and colourful culture plus a festive atmosphere that reflects the country's brand "It's More Fun in the Philippines";
- c) Attract and encourage consumer and travel trade guests to visit the Philippine booth; and
- d) Provide a highly functional yet aesthetic booth that will enable the conduct of tabletop business meetings between PDOT Team, the travel consumers, and Tour partners. To be able to achieve the above-mentioned objectives, bidders shall prepare a proposed design and layout for the aforementioned booth.

#### **IV. SCOPE OF WORK/DELIVERABLES**

1. A functional design template for the Philippine stand that will showcase the country's iconic products and offerings as one of the premiere travel and leisure destinations in Asia, taking into consideration the rules and regulations set forth by the Destinations organizers.

Note: Bidder should be flexible in terms of incorporating inputs of DOT in the overall look of the Philippine stand and be able to provide necessary adjustments on paper (floor plan and perspectives) within 48 hours after inputs from DOT. Final set of floor plan/s, perspectives and working drawings (to include lighting, electrical, graphics and accent plans) should be approved and signed by the DOT before implementation.

#### **2. Philippine Stand Details:**

The Philippines will be putting up booth space a **31.5 square meters (7 x 4.5 sq m)** - a square meter booth.

See Exhibit floor plan for reference

1. Lounge that can comfortably accommodate 2-4 officials/guests and should have the following:
  - Round/square/rectangular meeting table (conference style) that can seat up to 6 people
  - 1 huge LCD screen and DVD player and/or USB port
  - Strong WI-FI / internet access
  - Appropriate accessories
  - Console tables with lockable cabinets
  - Furnitures and fixtures should depict a modern Philippines and conform to the general theme, "It's More Fun in the Philippines"
2. Maximum of two (2) Information counters with at least 2 chairs per counter, concealed power outlets, lockable cabinets or drawers, brochure racks, Directory of Exhibitors and stand layout, appropriate visuals and accessories as well as easel stands for announcements/ activities during the event/QR code for the competitions, other announcements onsite, if any;
3. The stand must be carpeted
4. The stand must have a appropriate storage for PDOT - London team stuff.
5. A separate area, located strategically in front of the stand equipped with LED Wall / LED Screen
6. Must provide LED Screen
7. Need wall with NICE Images (PDOT-London will provide the images)
8. Overhead "Philippines" signage, which must be visible on all angles; LED signage as much as possible

9. General stand design theme: **"It's More Fun in the Philippines** and **"Pahiyas Festival"**; Must have the warmth spirit of the Filipinos. Fun and welcoming!

**OTHER IDEAS:**

- Philippine known **MINI JEEPNEY** cutout with street signs of Philippine Destinations for photo op
- Possibility of integrating the activation stand PDOT - London used from King's Cross and at Canary Wharf project for **FUN** photo op.

10. Set-up of stand to include fabrication of walls,, brand header, flooring, electrical wiring, lighting etc.;

11. Digital printing, using appropriate materials, for backdrop visuals/overhead ceiling banners with trusses/interior decor as needed, fresh plants and flowers, sufficient lighting plan and fixtures and other decorative elements and accessories;

12. Elevated carpeted platform/floor to conceal the electrical wirings and connections;

13. Furnitures and fixtures should depict a modern Philippines and complementing the over-all Philippine experience;

14. Ensure getting all exhibition venue requirements for a strong WI-FI / internet connection; exclusive to the Philippine boot

15. Sufficient power outlets and amperes;

16. Daily stand cleaning - before the opening and the closing of the exhibition;

17. Stand set-up and dismantling with supervision and maintenance for the duration of the fair;

18. Assignment of a stand-by technical manpower for the duration of the fair for on-site problems, and to supervise the ingress/egress, booth set-up and installation, maintenance and dismantling;

19. The contractor will be in charge of filling/accomplishing the necessary electrical connections, health and safety requirements and other forms needed by the organizers;

20. Set-up and installation of the aforementioned stand while strictly following the rules and regulations set by the fair/event organizers;

21. The rental or purchasing (Preferred), shipping, hauling and storage (if needed) of Philippine made furniture and accessories must be shouldered by the supplier;

22. Dismantling, inclusive of shipment back to source, storage and/or disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers; and,

23. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed.

## **V. TIME FRAME AND SCHEDULE OF WORK**

The contract duration is for a period of one (1) month with the following schedule of work:

**January 29-30:** Set-up of Philippine booth or as prescribed by DESTINATIONS

**January 31- 03 Feb** - DESTINATIONS HOLIDAY SHOW 2019

**February 4-5** - Egress/Dismantling of Philippine booth at DESTINATIONS  
or as prescribed by CLARION

## **VI. BUDGET**

Total Budget allocation for the booth is **£12K** inclusive of taxes.

The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

The financial proposal should allow for at least two to three modifications in the stand layout and design, without additional costs, in case of needed adjustments or corrections in accordance with the needs and requirements of the end user. Bidders are required to submit detailed breakdown of its cost component of the project.

## **VII. PAYMENT PROCEDURE**

Full payment after delivery of services.

## **CONFORME:**

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[Authorized Signature]

[Name and Title of Signatory]

[Date]