

**EXHIBIT SPACE DESIGN, INSTALLATION, MAINTENANCE
AND DISMANTLING SERVICE FOR THE CONDUCT OF TPB 4TH REGIONAL TRAVEL FAIR
06-07 April 2019
TECHNICAL SPECIFICATION**

I. Background

The Tourism Promotions Board (TPB) will conduct the 4th Regional Travel Fair on 06-07 April 2019. The Travel Fair will be a 4-day event that will showcase a 2-day Business-to-Consumer (B2C) selling of domestic packages, Pre-event tour, a half-day Business-to-Business (B2B) and forum, to be participated in by invited DOT accredited tour operators nationwide. This is also a great opportunity to sell other domestic tour packages in time for the coming lean season.

II. Specifications

1. concept design, installation, maintenance and dismantling for the conduct of TPB 4th regional travel fair:
PhP 1,000,000.00 inclusive of tax
2. Activity dates: 06-07 April 2019 (Business to Consumer)
Venue: Clark, Pampanga
Space Size: at least 600 square meters

III. Booth Elements

The TPB should house the sellers/exhibitors such as Tour Operators, Airlines and Department of Tourism Regions, TPB Business Development division. Also, activity and VIP areas will be included in the installation.

Exhibit area composition:

- 1 TPB counter
- 1 DOT III counter
- 1 Business Development counter
- 3 airline companies' booth
- 1 weaving area (represented by Luzon, Visayas and Mindanao)
- 1 VIP Area
- Two (2) interactive activity areas
- Exhibitor's Booth (Tour Operators) into Cluster:
 - 7 Regions - 22 counters for Luzon
 - 3 Regions - 12 counters for Visayas
 - 5 Regions - 20 counters for Mindanao

IV. Purpose/Objectives

The Tourism Promotions Board Philippines is in need of the services of a company engaged in the design exhibit space and installation for travel and consumer fair for the 4th Regional Travel Fair in Clark, Pampanga on 06-07 April 2019.

The installation of the aforementioned exhibit area aims to attain the following objectives:

1. Generate positive “name recall” and interest on local tourist destinations for the domestic market;
2. Create an atmosphere that supports the country’s branding campaign, “It’s More Fun in the Philippines”;
3. Attract and encourage consumer, press and travel trade guests to visit the exhibit area;
4. Provide a highly functional and interactive yet visually appealing area for provision of Philippine tourism information, product updates, table top business meetings, and other animation activities.

V. Technical Eligibility Requirements:

1. Must be Filipino owned, operated and a legally registered exhibition and event services company under Philippine laws
2. Must specialize in the design and set-up of special design exhibit area
3. With existing crisis management team, particularly for safety and security concerns.
4. Statement of all ongoing and completed government and private contract within the last 5 years
5. Minimum of 5 years of relevant experience for the project manager and key personnel
6. The company should have, as part of the team, a creatives unit, physical/technical staff, events monitoring staff, and a coordinator/point person for the whole project implementation and key persons for each component.

VI. Deliverables

1. Installation, dismantling, supervision of the exhibit space and exhibit areas, and maintenance during the event
2. Exhibit space shall contain sustainable materials for the stand / exhibit area materials (e.g. wood, bamboo, textiles, and the likes)
3. Submission of a proposed concept design and layout of the exhibit space, respective booth / counter arrangements subject to the approval of TPB.
4. Set-up, installation, supervision and maintenance of exhibit paraphernalia (e.g. furniture, fixtures, props and the likes)
5. To submit Gantt chart to project the timing of activities;
6. Coordination and arrangement for the exhibit area set-up and other technical requirements of the event.
7. 4th Regional Travel Fair exhibit area should house the TPB's tour operators with DOT Regions and with specific counters, namely:

Department of Tourism	Name of Counters Size of counters: 1meter x 1 meter	No. of Table counters with chairs
Luzon		
NCR	National Capital Region	4
CAR	Cordillera Administrative Region	3
Region I	Ilocos and Pangasinan	3
Region II	Cagayan Valley Region	3
Region IV-A	CALBARAZON (Cavite, Laguna, Batangas, Rizal and Quezon)	3
Region IV-B	MIMAROPA (Mindoro, Marinduque, Romblon, Palawan)	3
Region V	Bicol Region	3
Visayas		
Region VI	Western Visayas	4
Region VII	Central Visayas	4
Region VIII	Eastern Visayas	4
Mindanao		
Region IX	Zamboanga Peninsula	4
Region X	Northern Mindanao	4
Region XI	Davao Region	4
Region XII	12 th PARADISE SOCCSKSARGEN	4

Region XIII	CARAGA	4
	TOTAL	54
Airlines		
Philippine Airlines	Philippine Airlines with logo	3x3 space with 2 chairs
Cebu Pacific	Cebu Pacific Logo	3x3 space with 2 chairs
Air Philippines	Air Philippines logo	3x3 space with 2 chairs
Others		
TPB Information counter	TPB logo	2 meters x 1 meter 3 chairs
Department of Tourism counter – Region III	Department of tourism logo	2 meters x 1 meter
Business Development counter	TPB Business Development	2 meters x 1 meter
Interactive Activity Areas (2 areas)	(2 special areas for activation activities)	2 meters x 1 meter
Weaving Area (1 area)	represented by Luzon, Visayas and Mindanao, with elevated platform; <i>platform and area size may vary</i>	3x3 space with 3 chairs
VIP Area (1 area)	(Sustainable look of VIP area)	At least 6 x 6 meters
Provide LED Frame	Wooden frame appropriate paint and design	Size of LED 9 x 12

8. General Stand Theme: It's More Fun in the Philippines or the proposed campaign banner of TPB Theme is the reference for the design of the exhibit area the TPB will provide.
9. Design and materials should be reusable, with open space for entertainment and to encourage people to converge and stay
10. Specific Stand Requirements:
 - a. Provided an activity at the center or stage of the exhibit area for the show and presentation.
 - b. Printing of appropriate backdrop visuals / overhead ceiling banners / interior décor made of sustainable materials or as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a tropical and sustainable destination
 - c. Carpeted flooring to cover the electrical wiring and connections

- d. Counters should have the following: at least 1 chair, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories
- e. Destination power branding as an interactive feature of the exhibit area, as approved by TPB
- f. Provision of furniture should fit the “It’s More Fun in the Philippines” setting and conform to the recommended layout by bidding company to include counters, tables, chairs, etc., as approved by TPB
- g. All exhibition venue connections and fees (ample supply of electricity, suspensions and permits)
- h. Sufficient power outlets and lighting, to include one for the performance/open area
- i. Drinking water dispenser with refill
- j. Other accessories / paraphernalia needed to achieve the desired theme
- k. Internet connection subscription
- l. Printing, permits and installation of event promotional banners in the designated area.
- m. Maintenance and supervision (e.g. cleanliness, arrangement/retainment of fixtures/set-up) of the exhibit area/pavilion during the specific period

11. Printing of lamp post banners:

- a. (4 pcs.) Parking Lamp Post - 4ft x 8ft (vertical) with wooden frame
- b. (2 pcs.) Inverted T-Stands - 23 in x 58 in

12. Set-up and installation of the aforementioned exhibit area while strictly following the rules and regulations set by the fair / event organizers.

13. Dismantling inclusive of storage/disposal of the aforementioned exhibit areas/parts and egress on the dates designated by the event organizers.

14. Inventory of counters for the firm’s safe keeping, and solely for official TPB use only.

VII. Financial Proposal

Bidder should submit the breakdown of the proposed set-up and design cost detailing materials used (rental and/or outright purchase)

VIII. Terms of Payment

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

IX. Criteria

I. Bid Evaluation

CRITERIA	WEIGHT %
1. Quality of the Personnel to be assigned to the Project (100pts) 1.1 Quality of Personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff (75pts) 1.2 Current workload relative to capacity (25pts)	25%
2. The Firm's Experience and Capability (100pts) 2.1 Experience in the design and set up of exhibit space for large-scale local events, including years of experience and number of projects handles (75pts) 2.2 Quality / profile of previous clients in similar projects handled by the Firm and of the lead project manager (25pts)	25%
3. Plan of Approach and Methodology (100pts) 3.1 Adherence to the design objectives (30pts) 3.2 Innovativeness of the design (20pts) 3.3 Planned execution of the overall scope of work (50pts)	50%
TOTAL	100%

Bid Price Ceiling is Php1,000,000 inclusive of taxes. For particulars, please contact Ms. Michelle S. Alcantara at Tel. No. 525-9318 local 268 / 5251255.