

**ASEAN TOURISM FORUM (ATF) 2020**  
12-16 January 2020  
BRIDEX, Bandar Seri Begawan, Brunei Darussalam

**REQUIREMENTS AND TECHNICAL SPECIFICATIONS FOR BOOTH CONSTRUCTION,  
DESIGN AND MAINTENANCE**

**1. PURPOSE/OBJECTIVES:**

The Tourism Promotions Board (TPB) Philippines is in need of the services of a Company who will provide concept design, installation, maintenance and dismantling of the structure of the Philippine Pavilion for the ASEAN Tourism Forum (ATF) 2020 on 12-16 January in Brunei Darussalam in accordance to the selected/approved booth design by the TPB, with the following eligibility:

1. The Company must shoulder the management fee as needed set by the ATF 2020 Organizer;
2. The Company must have a dedicated team of engineers and technical personnel who will focus on the structure and installation of the Philippine pavilion;
3. The Company must be able to collaborate, coordinate and cooperate with the TPB design team for the installation of the Philippine pavilion;
4. The company must have the capability to invest, purchase, or rent (and coordinate its shipment to the at ATF 2020 site, when needed) of furniture and accent pieces needed to complete the Philippine experience through its pavilion design;

**2. SCOPE OF WORK/DELIVERABLES:**

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

**i. Stand specifications**

**Size:** 270 square meters

**Dimensions:** TBC \*Quotation must include designs for all sides open and 3 sides open (island and peninsula booth)

**Stand number:** TBC

**Location:** BRIDEX, Bandar Seri Begawan, Brunei Darussalam

**General stand design theme:** It's More Fun in the Philippines /  
Responsible and Sustainable Tourism

## ii. Stand elements and deliverables

1. Provide 30 individual company work stations or negotiating tables with 2 chairs for each of the Philippine exhibitors in the perimeter of the Philippine Pavilion stand to include installation and disassembling of:
  - a. One (1) meeting table which can fit 3 persons
  - b. Three (3) cushioned seats
  - c. An appropriately sized lockable storage cabinet per co-exhibitor
  - d. Individually concealed electrical outlets with A or B socket (for Philippine electrical plugs/2 sockets each)
  - e. Company identity / visible signage
  - f. Table centerpiece, if needed
  - g. A brochure stand/rack
  - h. Strong wi-fi connectivity (At least 100Mbps and accessible to at least 30 pax)
2. One (1) VIP Reception lounge that can comfortably accommodate 6-8 guests in one sitting and should have sofa chairs with center table;
3. One information counter with 2-3 chairs, appropriate back-drop with a large smart TV for display of promotional video materials, power outlets with A or B socket (for Philippine electrical plugs/3 sockets each), lockable cabinets or storage, brochure racks fit to size of materials, Directory of Exhibitors and stand layout, appropriate visuals and accessories, lockable drawers with basic office supplies also to be used to keep important files, and the ASEAN “Feel The Warmth” Logo displayed in the booth counter or in the overhead stand name.
4. Appropriate storage area inside the Philippine pavilion with lockable cabinets enough to accommodate personal belongings/effects of ATF 2020 Philippine co-exhibitors. ***Storage areas should have the following: (1) small lockers for bags (appropriate quantity), (2) shelves for brochures, closed shelves/cupboard for food supplies and small gift items;***
5. Small pantry with bar counter and bar stools, lockable door, hot and cold water dispenser (with water supply good for three (3) days), snacks, coffee and tea amenities;
6. Stand to include walls, storage (with lockable lockers), and VIP area/lounge, suspension/hanging brand header, flooring, electrical wiring, etc.;
7. Lay-out and production of appropriate materials for backdrop Visuals/overhead ceiling banners with trusses/interior, sufficient lighting plan and fixtures and other decorative elements and accessories highlighting the general theme for the Philippine Pavilion;
8. Carpeted floor to conceal the electrical wirings and connections;
9. Sufficient power outlets and amperes. Electric sockets per area should be recessed on the elevated floor to conceal all wires and should be with A or B socket (for Philippine electrical plugs);

10. Daily stand cleaning and maintenance (**before and after the event, per day**);
11. Stand building and dismantling with supervision of the main man of the contractor and availability of maintenance and cleaning personnel for the duration of the fair;
12. Delivery/transportation services for goods and materials from and to supplier storage to the venue;
13. Dismantling and disposal of the booths/parts and egress on the dates designated by the event organizers;
14. Other requirements:
  - Supervision and stand maintenance during the stand installation and dismantling and for the duration of the fair
  - Necessary manpower supply and support
  - The contractor will be in charge of getting all necessary permits, electrical connections and health and safety requirements and shouldering of fees as may be required by the event organizer;
  - Installation and uninstallation of the aforementioned stand while strictly following the rules and regulations set by the fair/event organizers
  - Photo documentation of stand elements after completion of installation.
15. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed;

### **3. QUALIFICATIONS**

Must be an accredited booth contractor of the ASEAN Tourism Forum (ATF) 2020 Event.

### **4. TIME FRAME AND SCHEDULE OF WORK:**

The Company must be able to come up with the most feasible timeline for the installation and rendering of the Philippine pavilion and at the same time work closely with the TPB relative to the design and necessary graphical requirements.

## CRITERIA FOR THE EVALUATION OF OFFERS

<b>CRITERIA (Rating System for Short Listing of Consultants)</b>	<b>% Weight</b>
<i>I. Applicable experience of the Company/Consultant Large-scale local/international events organized in the past</i>	<b>30%</b>
<i>I. Qualification of Principal and Key Staff 1. Number of years in the Industry 2. Expertise in the field of manpower support to implement the project 3. Relevant experience, education and training acquired</i>	<b>30%</b>
<i>II. Current workload relative to capacity.</i>	<b>40%</b>
<b>Total</b>	<b>100%</b>

**Passing Rate: 85%**

<b>CRITERIA (Technical Proposals)</b>	<b>% Weight</b>
<i>I. 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</i>	<b>30%</b>
<i>II. Experience and expertise in the design and set up of booth for large-scale and international events, including years of experience and number of projects handled. Expertise in the design, concept and theme based on the submitted previous work.</i>	<b>30%</b>
<i>III. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.  Adherence of those designs and concept to some specified proposed booth design elements and layout of the Philippine pavilion for ATF 2020</i>	<b>40%</b>
<b>Total</b>	<b>100%</b>

Technical Proposal - 85%

Financial Proposal - 15%

Passing Rate = 85%

**Note: Qualified bidders are required to make a fifteen (15) minutes presentation, of their plan approach for the project before the Opening of the Financial Envelope.**

## **BUDGETARY REQUIREMENT**

Bid Price Ceiling is **THREE MILLION THREE HUNDRED EIGHTY THOUSAND PESOS (PHP 3,380,000.00)** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.