

**TERMS OF REFERENCE FOR THE
SERVICES OF A BOOTH CONTRACTOR**

(as of 4 March 2020, 9:58 AM)

- I. **Project Name:** Annual Investment Meeting (AIM) 2020
- II. **Venue:** Dubai World Trade Centre, UAE
- III. **Date:** 24-26 March 2020
- IV. **Purpose/Objectives:**

The Tourism Promotions Board (TPB) is in need of the services of an Booth Contractor that will provide the set-up/installation, maintenance, and dismantling of the Philippine Pavilion for the Annual Investment Meeting (AIM) 2020 in accordance with the booth design to be provided by TPB, with the following eligibility:

- a. The company must be an accredited/official contractor of AIM 2020 and if not, the Company must shoulder the management fee set by the AIM 2020 Organizers;
- b. The Company must be able to collaborate, coordinate and cooperate with the TPB design team for the installation of the Philippine pavilion;
- c. The company must have the capability to invest-in, purchase, or rent (and coordinate its shipment to the Annual Investment Meeting 2020 site, when needed) furniture and accent pieces needed to complete the Philippine experience through its pavilion design;

V. **Background:**

AIM is the world's leading platform for Foreign Direct Investment (FDI). It is an initiative of the UAE Ministry of Economy, held under the patronage of His Highness Sheikh Mohammed Bin Rashid Al Maktoum, UAE Vice President, Prime Minister, and Ruler of Dubai.

It will hold its 10th edition under the theme "Investing for the Future: Shaping Global Investment Strategies" and will discuss the investment trends and the future of sustainable investment under AIM's Five Pillars – Foreign Direct Investments (FDI), Startups, Small and Medium Enterprises (SMEs), Foreign Portfolio Investment (FPI) and Future Cities and its special event One Belt One Road.

The Philippine Organizing Committee (POC) of the Expo 2020 Dubai convened by the Commissioner General included the AIM 2020 as part of the buildup activities leading towards Expo 2020 Dubai and AIM in 2021 will also be held within the Expo ground. It is noted that participating in the program will add value to its objectives to create awareness of the Philippines participation in the Expo, draw visitors to the Philippine Pavilion and push conversion of the experience to actual visits and investments to the Philippines.

The Tourism Promotions Board in coordination with the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) will both reserved 36 square meters each for its combined country pavilion. TPB's booth can accommodate (4) PIPP members with tourism related project offerings.

VI. Scope of Services:

The Tourism Promotions Board (TPB) is inviting qualified companies preferably with an office/branch/AFFILIATION in Dubai or Middle East to provide the requirements of the abovementioned event based on the following guidelines:

A. PHILIPPINE BOOTH

Booth Design is to be provided by TPB/End-User.

Stand specifications

Size: 72 sqm.

Dimensions: TBC *

Stand number: H7-17

Location: Dubai World Trade Centre, UAE

General Stand Design Theme: Tourism Investment Philippines and It's More Fun In The Philippines

Stand Elements and Deliverables

PARTICULARS	QTY.
I. MAIN CONSTRUCTION / FABRICATION / INSTALLATION / DISMANTLING	
I.A) 12m X 6m X 0.1mH WOODEN PLATFORM WITH WOODEN OR METAL FRAMING (CEMENT FINISH) (SEE FINISH SCHEDULE)	1 LOT
I.B) 6m X 6mH WOODEN SLATS WITH ACCESSORIES (BASE PLATE) (SEE FINISH SCHEDULE)	21 SETS
I.C) 8m BI PIPE IN 2 INCH DIAMETER - (WOODEN SLAT FRAMING) (PAINTED BLACK)	7 SETS
I.D) WOODEN BACKWALL - 2m X 0.5m X 3mH with bottom front sliding cabinet (SEE FINISH SCHEDULE)	2 SETS
I.E) WOODEN BACKWALL - 1.5m X 0.2m X 5.192mH (SEE FINISH SCHEDULE)	1 SET
I.F) WOODEN BACKWALL - 1.5m X 0.2m X 5.519mH (SEE FINISH SCHEDULE)	1 SET
I.G) WOODEN CABINET IN 3/4" PLYWOOD WITH FRAMING, LOCKABLE CABINET WITH COLORED PAINT FINISH (A.P.F.) (SEE FINISH SCHEDULE)	1 SETS
I.H) 60 DIAMETER WHITE ROUND NEGOTIATION TABLE	4 SETS
I.I) GREEN NEGOTIATION CHAIR (1 SETS PER TABLE) (SAME GREEN AS WALL)	8 SETS
I.J) BLACK NEGOTIATION CHAIR (2 SETS PER TABLE)	16 SETS
I.K) BLACKBAR STOOL IN WOODEN LEGS	6 SETS
I.L) TOURISM INVESTMENT PHILIPPINES LOGO - ACRYLIC BUILT-UP SIGNAGE IN 100mm THICKNESS	2 SETS
I.M) ITS MORE FUN IN THE PHILIPPINES - ACRYLIC BUILT-UP SIGNAGE IN 100mm THICKNESS	2 SETS
I.N) INDOOR PLANTS - ON WHITE POT WITH WOODEN LEGS	4 SETS
II. ELECTRICALS	
II.A) 30W LED TRACK LIGHT PAR56 (WARM WHITE OR APPROVED EQUIVALENT IN BLACK CASING)	25 PCS
II.B) 3m BLACK TRACK BAR FOR TRACK LIGHTS	6 SETS
II.C) 2m BLACK TRACK BAR FOR TRACK LIGHTS	1 SET
II.D) 30W LED FLOOD LIGHT PAR56 (WARM WHITE OR APPROVED EQUIVALENT IN BLACK CASING)	38 PCS
II.E) 3-GANG CONVENIENCE OUTLET WITH PROVISION FOR 300 WATTS ELECTRICAL CONSUPTION FLOOR EXTENSION	20 SETS
II.F) CIRCUIT BREAKER (CONTRACTOR TO PROVIDE RATING / LOCATION) QUANTITY FOR CONTRACTOR TO QUANTIFY	1 LOT
II.G) WIRINGS AND CONDUITS FOR ALL ELECTRICAL REQUIREMENTS	1 LOT
III. GRAPHIC REQUIREMENTS (Please also check the graphic guidelines)	
III.A) WOODEN COUNTER GRAPHICS (PARTNER LOGOS IN DIGITAL STICKER CUT-OUT MOUNTED ON WOODEN COUNTER) (1m X 1mH)	2 SETS
III.B) 2m X 0.5m X 3mH WOODEN COUNTER GRAPHICS (PARTNER LOGOS IN DIGITAL STICKER CUT-OUT MOUNTED ON WOODEN COUNTER) (2m X 1mH)	2 SETS
III.C) 1.5m X 0.2m X 5.192mH WOODEN BACKWALL GRAPHICS (PARTNER LOGOS IN DIGITAL STICKER CUT-OUT MOUNTED ON WOODEN COUNTER) (1.5m X 0.5mH)	2 SETS
III.D) 1.5m X 0.2m X 5.519mH WOODEN BACKWALL GRAPHICS (PARTNER LOGOS IN DIGITAL STICKER CUT-OUT MOUNTED ON WOODEN COUNTER) (1.5m X 0.5mH)	2 SETS
III.E) 1.2m X 2mH LIGHTED BUILT-UP PRINTED GRAPHIC PANEL MOUNTED OUTSIDE THE WOODEN SLATS	6 SETS
III.F) DIGITAL STICKER MOUNTED ON FOAM BOARD (DESIGNER TO SPECIFY LOCATION BEFORE THE SHOW)	50SQ.M.
IV. OTHER REQUIREMENTS	
IV.A) SMALL WATER DISPENSER WITH 5GAL WATER (2 GALS PER DAY) (WITH 100 DISPOSABLE CUPS PER DAY)	1 SET
IV.B) COFFEE MACHINE (WITH PROVISION FOR 60 CUPS OF COFFEE PER DAY)	1 SET
IV.C) 60" LED TV SREEN WITH PROVISION FOR USB/LAPTOP INPUT/OUTPUT	8 SETS
IV.D) TRASHBIN WITH TRASH BAG (WITH 1 TRASH BAG PER DAY)	2 SETS
IV.E) RECYCLABLE ACRYLIC BROCHURE RACK/STAND	4 SETS
V. GRAPHICS	
IMPORTANT NOTES:	
PLEASE SUBMIT YOUR QUOTATION ON A PER LINE ITEM BASIS	
PLEASE INCLUDE ELECTRICAL CONSUMPTION COST FOR THE DURATION OF THE SHOW AND INCLUDE ALL APPLICABLE TAXES IF ANY	

**** Please also refer to the technical drawings****

1. **Other requirements:**

- Recyclable Acrylic brochure racks fit to size of materials, Directory of Exhibitors and stand layout
 - A considerable space/area within the Pavilion to house/display the “scale model of the “Bangkota”-inspired Philippine Pavilion at the World Expo 2020 in Dubai.
 - Carpeted platform/floor to conceal the electrical wirings and connections;
 - Strong Wi-fi connectivity
 - 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);
 - Daily stand cleaning and maintenance including repair and replacement (before, during and after the event, per day);
 - 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 event;
 - Delivery/transportation services for goods and materials from and to supplier storage to the venue;
 - Supervision and stand maintenance during the stand installation and dismantling and for the duration of the event;
 - Necessary manpower supply and support;
 - The contractor will be in charge of getting all necessary permits, electrical connections and health & safety requirements and shouldering of fees as may be required by the event organizer;
 - Set-up, Installation and dismantling of the aforementioned stand while strictly following the rules and regulations set by the fair organizers
 - Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers;
 - Photo documentation of stand elements after completion of installation.
2. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed;

Company Requirements

- Services of a Booth Contractor who has the capability to implement the design of the Philippine Pavilion into a most feasible structural form that will conform to the exhibit guidelines of the venue.
- Set-up, installation and dismantling of the Philippine booth in accordance to the requirements in compliance to the guidelines set by Strategic Marketing and Exhibitions.
- The Booth Contractor will closely coordinate with TPB's assigned officer/s regarding booth concerns as well as the expected progress of the aforementioned.
- The Booth Contractor should strictly follow the approved/agreed upon materials, furniture, equipment, accessories etc. and source immediate replacement if said items are not available and accessible, subject to approval of client/end-user. This applies as well to the color pantone of the booth, materials, furniture, accessories etc. aligned to the agency brand.
- The Booth Contractor will provide necessary booth supplies, office materials, and disposables for visitors, as well as the Audio/visual technical requirements such as speakers, PA system, etc.
- The Booth Contractor should adhere to the timeline to ensure timely completion, good quality and use of the required/desired materials.

Technical Eligibility Documents

1. Company Profile
2. PhilGEPS Certificate/Membership
3. List of large scale local/ international events serviced in the past three years
4. Company Financial Statement (audited and recent)
5. SEC/DTI Certificates or its equivalent
6. Business Permit/Certification or its equivalent
7. TIN Certificate/Registration or its equivalent
8. Notarized Omnibus Sworn Statement

Time Frame and Schedule of Work

Due to the limited lead time, 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.

Below is the exhibition timetable for reference:

Sunday, 22 March 2020	00:01 AM All open space contractors can start constructing their stands.
Monday, 23 March 2020	01:00 PM All shell scheme exhibitors can access their stands. 10:00 PM Build-up should be completed. <u>Contractors and exhibitors will be asked to leave.</u>
Tuesday, 24 March 2020	09:00 AM Exhibition opening 12:00 PM Official exhibition grand opening 06:00 PM End of exhibition timing
Wednesday, 25 March 2020	09:00 AM Exhibition opening 06:00 PM End of exhibition timing
Thursday, 26 March 2020	09:00 AM Exhibition opens for exhibitors 06:00 PM End of exhibition timing 06:30 PM Contractors can start dismantling the stands
Friday, 27 March 2020	12:00 PM Contractors should evacuate the halls.

Budget

Total Approved Budget for the Contract (ABC) is **PHP 990,000.00** or **USD19,469.02**, inclusive of applicable taxes.

Payment Procedure

Full payment upon completion and acceptance of the Philippine Pavilion by the representatives of Tourism Promotions Board and upon complete dismantling of the Philippine Pavilion on the date designated by the event organizers and as appropriate.

Non-Disclosure Agreement

A Non-Disclosure Agreement will cover this engagement. The design is for exclusive use of the Philippines, particularly the TPB, and is confidential and should not be divulged to any other third party other than the contracted suppliers.