

31 January 2023

INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced construction company for the booth construction requirement of the Philippine Department of Tourism Taiwan relative to its participation in the Diving, Resort, and Travel (DRT) 2023.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 09 February 2023 to:

Philippine Department of Tourism-Taiwan
2F., No. 55/57, Zhouzi Street, Neihu District
Taipei 114, Taiwan
Fax : +886 2 2658-2836
Email: philtour@ms57.hinet.net



HAZEL HABITO-JAVIER
Tourism Attache



TERMS OF REFERENCE

I. PROJECT TITLE: CONCEPTUALIZE BOOTH DESIGN AND CONSTRUCTION OF THE PHILIPPINES' BOOTH/PAVILLION IN THE DRT-TAIPEI

EVENT : DRT - TAIPEI
DATE : 10-12 MARCH 2023
VENUE : FLORA EXPO, TAIPEI CITY

II. BACKGROUND:

The Diving, Resort, and Travel (DRT) Shows which are held in different places in Asia-Pacific, are regarded as the largest regional event gathering for diving enthusiasts, marine conservationists, and anyone with a passion for the underwater world. The DRT-Taipei will be held from March 10 to 12, 2023, at the Taipei Flora Expo, Taipei City.

Pre-pandemic, PDOT Taiwan and TPB actively participated; however, for the past two (2) years, we did not join the event. During the height of the pandemic, DRT was held only once, and it was in 2021. This year, we intend to invite at least 10-12 Philippine dive shops or dive tour operators from different key dive destinations in the country, similar to our participation in the past years who helped us sell and promote dive Philippines. It is expected that in 2023, many Philippine dive tour operators and dive shops will participate in DRT Taipei.

The DRT shows have more than 65 plus countries participating, 1,358 plus exhibitors including National Tourism Organizations (NTOs) like us, and more than half a million visitors. The past events have showcased different aqua sports accessories, yachts, boats, and held photo exhibits of underwater world.

The Philippines' participation provides a venue for the local private sector partners to establish and renew their linkages with travel industry counterparts and to showcase the country as a premium and competitive dive destination for the Taiwan market.

This year the Philippines will have 90 sq. meter booth space No. B108 that can accommodate 10-12 private sector participants who can offer more Philippines dive packages to the Taiwan market.

The major activities in the Philippines pavilion/booth include networking with the dive travel trade and tabletop discussions between Philippines sellers and participating buyers in the fair. The construction of the aforementioned booth aims to attain the following objectives:

1. Provide the Philippine sellers a platform to meet and strengthen partnership with Taiwan dive tour operators and media;
2. Generate direct sales of Philippine packages to consumers in the market.
3. Create an atmosphere that reflects the Philippines as the "premier" dive destination in Asia.
4. Increase tourist arrivals to the Philippines from Taiwan markets; and,
5. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audio visual presentations, business transactions, tabletop meetings, and other animation activities.

III. PURPOSE/OBJECTIVES:

The DOT/TPB Philippines needs the services of a Company that will conceptualize the design of the Philippine pavilion/booth stand at the same time produce and construct the structure with the following eligibility:

1. Must have a dedicated team who will focus on Design and Construction.
2. Must have the capability to invest, purchase and coordinate its shipment, to the Boot Dusseldorf site, the decorations, and accents needed to complete the Philippine experience in the Stand.
3. Preference will be given to the company that had an experience or provided service to PDOT Taiwan in previous or related events.

The design of the Philippine Stand aims to attain the following objectives:

1. Generate positive "name recall" of the Philippine tourism brand and boost dive enthusiasts from Taiwan to populate the Philippine dive destinations;
2. Attract and encourage buyers, consumers, press and travel trade guests to visit the Philippine stand;
3. Provide a highly functional, interactive yet visually appealing area for the provision of Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other promotional activation;
4. Highlight the featured Philippine dive destinations; and
5. Incorporate the use of interactive display solutions, new digital technology, and/or augmented reality devices in presenting the Philippine dive experience to the Taiwan market.

IV. SCOPE OF WORK/DELIVERABLES

To be able to achieve the above-mentioned objectives, bidders shall submit a proposed design and layout for the aforementioned stand. The Tourism Promotions Board Philippines through the Philippine Department of Tourism-Taiwan requires a package of services for the following:

- A. Booth design, construction and installation strictly following the rules and regulations set by the fair/event organizers.

Booth Details:

1. Size: 90 sq. m. / Island stand (4 sides open)
2. Booths : 10 booths
3. Layout
 - Counter :10-12 counters for 11 Philippine private sectors & 1 service counters for DOT- TPB
 - Should provide individual counters and negotiating tables for each Philippine exhibitor located along the perimeter of the stand (approximately 10-12 exhibitors). Provision for installation of individual corporate name and logo.
 - Size of counter 100cm *150cm (can be adjusted) with provision for individual exhibitor visual in close proximity to co-participant designated counter or with small storage locker underneath.

- Separate counter area situated closely to the Philippine information counter to house special visual monitor and computer with lined web/internet access;
- 1 VIP Reception Area cum meeting area.
- Philippine Information counter.
- An area for video presentations equipped with the necessary LED screen (12ftx12ft) and DVD player.
- Storage/cloak area : must have space for storage of brochures and giveaway.
- Internet must provide Wi-Fi connectivity.

Other requirements

Note: Bidder should be flexible in terms of incorporating inputs in the overall look of the Philippine stand and be able to provide the necessary adjustments on paper (floor plan and perspectives) within 48 hours after inputs from TPB. 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 TPB before implementation.

4. Specific pavilion/booth requirements:
 - Stand Construction inclusive of walls, storage, wardrobe (with lockable lockers) and VIP area.
 - Printing of appropriate backdrop visuals / overhead ceiling banners / interior decor as appropriate (Direct printing on wood, sticker paper or cloth – whichever medium is more suitable compliment the over-all design), fresh plants and flowers, sufficient lighting to convey a Philippine island dive setting and other decorative elements following the general stand design theme;
 - Elevated carpeted flooring to conceal the electrical wiring and connections.
 - Philippine Information Counter should have the following: at least 2 chairs, at least 50” inch LED screen (or appropriate back-drop), power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories;
 - Individual workstations should have the following: 1 counter, 1 table, 2 chairs, small lockable storage cabinet, individual electric outlets and adaptors, company signage and table centerpiece;
 - Storage areas should have the following: lockable lockers, wardrobe, shelves for brochures, etc.;
 - Storage cum pantry area should have the following : hot and cold-water dispenser, coffee maker, water percolator, disposal cups, trash bins with ample supply of trash bags, etc.
 - Furniture should depict a modern Philippines and conform to the recommended layout by interested/participating tending company to include counters, tables, chairs, shelves, hangers, mirror, etc.;
 - All exhibition venue connections (electricity and water, suspensions and permits);
 - Sufficient power outlets and lighting.
 - Other accessories needed to achieve the desired theme; and,

- Daily stand cleaning – before the opening and the closing of the exhibition.
- B. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.
- C. Other pertinent inclusions deemed necessary by both parties to improve general look and function of the stand.

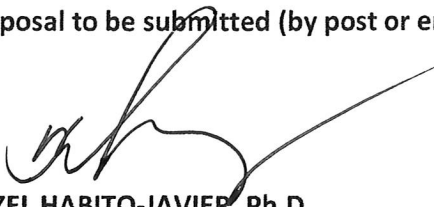
V. BUDGET

Total Budget allocation for the Philippine pavilion/booth is USD23,667 or in NT\$ depending on the exchange rate on the time of receipt of the budget. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

VI. DEADLINE FOR SUBMISSION OF PROPOSAL

Proposal must be submitted to PDOT-Taiwan on or before February 9, 2023.

Proposal to be submitted (by post or email) to:



HAZEL HABITO-JAVIER, Ph.D.

Tourism Attaché

Philippines Department of Tourism-Taiwan