

TECHNICAL SPECIFICATIONS

- I. BIDDER** : Booth service provider to handle booth design, set-up, maintenance, and dismantling of the Philippine Booth
- II. PROJECT TITLE** : Routes Asia 2025 – March 23 to 29, 2025
(inclusive of travel dates)
- III. VENUE** : Perth Convention and Exhibition Centre, Perth, Australia

IV. OBJECTIVES

1. To generate brand recall of the campaign “Love The Philippines”
2. To provide meeting area for Philippine delegation to meet industry players and conduct business
3. To promote Philippine international gateways to the decision makers of some of the largest airline operators
4. Campaign for the Philippines’ bid to host Routes Asia 2027, showcasing the country as a key player in aviation and tourism in the region

V. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be a PhilGeps registered booth service provider
- Must be an international contractor/builder **OR** a Philippines-based contractor/builder with an affiliate/partner in Australia
- Must be willing to do advance payment to relevant suppliers and contractors within the cost parameter set by the DOT and approval of the project component
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price, if applicable.

VI. SCOPE OF WORK/DELIVERABLES

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

- A. Booth design that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to set-up the stand.

Booth Details

1. Size – 50 sq. meters stand; 5m x 5m
2. Height limit – 3 meters
3. Layout – materials for rental only
 - Love the Philippines Arch with wrapped around graphics
 - 1 Philippine information counter with at least two (2) chairs each
 - Coffee counter
4. General stand theme: LOVE THE PHILIPPINES
5. Specific stand requirements
 - Four to six (4-6) sets of meeting table with 4-6 chairs each
 - Accent in rattan pendant lights and plants
 - One (1) Lockable info counter with two (2) chairs
 - Love The Philippines signage

- Interior decor as appropriate such as fresh plants and flowers, sufficient lighting to convey an airport setting
- Electric outlet and adaptors with USB
- Soda/ softdrinks, Bottled Water, Juice good for 3 days
- One (1) bar fridge
- Thrash bin
- All exhibition venue connections (electricity, water, health and venue permits)
- Stand and set-up and dismantling supervision and stand maintenance for the duration of the fair.

B. Installation of the Philippine Booth (50 sqm), inclusive of the following:

1. Booth fabrication and installation following below specifications while strictly following the rules and regulations set by the fair / event organizer
2. Provision of required furnishings and furniture
3. Installation of overhead Love The Philippines signage
4. Daily stand cleaning (before exhibition opening and at exhibition closing) and maintenance for the duration of the exhibition
5. Electrical installation, as needed
6. Dismantling of installations inclusive of storage/disposal of the booth parts following the schedule designation by the event organizer

C. Coordination with other service providers that is needed in the set-up of the booth (Ancillary services etc.)

D. Storage/disposal of the booths/parts and egress on the dates designated by the event organizers.

E. All materials used for the booth set up are considered as waste materials after the event.

F. Supplier must have the capacity to operate in Perth, Australia and engage the services of relevant contractors for the implementation of the event and its components

G. Supplier must submit proof in dealing with National Tourism Organizations (NTO), preferably the PDOT

H. Supplier must provide manpower complement with a minimum of two (2) dedicated staff members

I. Supplier must provide a terminal report with photos and highlights of the event

VII. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of five (5) days with the following schedule of work:

1. March 23 - Ingress/Set-up Philippine booth
(or according to official event schedule)
2. March 25 to 27 - Routes Asia Summit/Event proper (Stand maintenance)
3. March 27 - Stand Dismantling (or according to official event schedule)

VIII. BUDGET

Total Budget allocation for the Philippine booth is **ONE MILLION TWO HUNDRED FORTY THOUSAND PESOS (Php 1,240,000.00)** inclusive of taxes and other applicable fees, charged to the Approved 2025 GAA of the Office of Product and Market Development. Financial proposal should allow for modifications in stand and layout and design according to the needs and requirements of the end-user.

The winning bid however shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers, adoption of the “Love The Philippines” brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

IX. PAYMENT TERMS

- Must be willing to provide services on send-bill arrangement
- Bill must be addressed to the Department of Tourism

X. CONTACT PERSON

Project Officer	:	Mr. Warren S. Palacio Route Development Office of Market Development
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APPROVED BY:

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