

TERMS OF REFERENCE

Project Title	HOKKAIDO OVERSEAS TRAVEL FAIR 2019
Job Specifications	<ul style="list-style-type: none"> • Design, Set-up, Maintenance and Dismantling of Philippine Booth for Hokkaido Overseas Travel Fair • Production of Brochures and Other Print Materials • Production of Event Souvenirs
Date	August 30 – September 1, 2019
Venue	Akarenga-mae-niwa (Hokkaido Prefectural Government Office Garden)
Location	A200
<p>PURPOSE / OBJECTIVES</p> <p>PDOT Tokyo is in need of the services of a contracting company who will conceptualize the design of the Philippine booth, produce brochures and other print materials and produce event souvenirs for Hokkaido Overseas Travel Fair 2019.</p> <p>Capability Requirements</p> <ul style="list-style-type: none"> • Must have experience rendering services at an international exhibition • Must have previously worked with the Department of Tourism / Tourism Promotions Board in an international trade show • Must have a dedicated team who will focus on design and construction of the Philippine booth, production of Philippine brochures and other print materials, as well as the production of the event souvenirs • Must have the capability to invest, coordinate shipment to the project site, put up AV equipment and furniture and accent pieces for the Philippine booth. <p>Objectives</p> <ul style="list-style-type: none"> • Provide a venue for business networking opportunities between Philippine and Hokkaido travel industry partners to catalyze the development of Philippine travel packages; • Create awareness about and interest in Philippine tourism destinations and products; • Explore other possible tie-ups and partnerships to promote Philippine tourism in Hokkaido <p>Scope of Work/Deliverables</p> <p>PDOT Tokyo requires a package of services for the following:</p> <p>Event Booth</p> <ol style="list-style-type: none"> 1. Booth design – a functional modular booth that can expand with the space W2.7m x D3.5m 2. Design and construct space that will accommodate the following: <ul style="list-style-type: none"> - Information counter - 6 chairs for the presentation area / counter 3. Philippine design or tropical furniture accent and motif / look for the furniture / tables etc. 	

Stand Elements and Deliverables

1. Provide individual company workstations or negotiating tables with 3 chairs for the Philippine exhibitor. It must have the following:
 - one table
 - PDOT identity/signage

2. One information counter which can accommodate at least three persons at a time and should have the following:
 - appropriate backdrop
 - power outlet/s at the info counter table
 - brochure rack
3. Stand construction and dismantling with supervision of the main man of the contractor and availability of maintenance personnel for the duration of the fair.
4. Other requirements
 - supervision and maintenance during booth construction and dismantling
 - necessary manpower supply and support
 - the contractor will secure necessary permits, electrical connections and health and safety requirements as may be required by the event organizer

Brochure Elements and Deliverables

1. Propose innovative design ideas for the brochure and other printed materials in line with Philippine Tourism's branding ("It's More Fun in the Philippines")
2. Compile all the information including layout and design for the documents, in the best interests of the objectives stated
3. Print high caliber brochures and other visual materials and meet PDOT Tokyo's requirement of best value for money
4. The copyright of all the materials shall remain with PDOT Tokyo and no materials should be reproduced without the consent of the office

Event Souvenirs

1. Suggest create design ideas for event souvenirs in line with Philippine Tourism's branding ("It's More Fun in the Philippines")
2. Produce high quality event souvenirs that can attract the attention of guests and buyers to visit the Philippines and at the same time meet PDOT Tokyo's requirement of best value for money

Travel Arrangement

1. 3 nights / 4 days room accommodation near the event venue (walking distance)
2. Airport transfers (Airport to Hotel and return)
3. Roundtrip economy domestic airticket (Haneda to Chitose) for two persons based on the following date:
 - 30 August 2019 – Haneda to Chitose
 - 02 September 2019 – Chitose to Haneda

Time Frame and Schedule of Work

- Submission of proposals and quotations on or before 22 August 2019
- Booth construction and set-up: 30 August 2019

Budget Ceiling (Inclusive of Tax)

- JPY 340,000 (Booth Design, Set-up, and Maintenance)
 - JPY 676,000 (Brochures and Other Print Materials)
 - JPY 600,000 (Event Souvenirs)
 - JPY 239, 249 (Travel Arrangement)
- Total : JPY 1,855,249