

TERMS OF REFERENCE
SUPPLY AND DELIVERY OF FURNITURE AND FABRICATION OF CUSTOMIZED
EXHIBITION/ INTERIOR FIT-OUT AND FURNISHINGS BASED ON
THE PROVIDED CONCEPT
PHILIPPINES @ EXPO 2020 DUBAI

1. PROJECT TITLE:

Supply and Delivery of Furniture and Fabrication of Customized Exhibition/ Interior Fit-out and Furnishings based on the Provided Concept for the Philippines Pavilion in EXPO 2020 Dubai

2. BACKGROUND AND RATIONALE

The Government of the Philippines will be participating in the Expo 2020 Dubai to be held originally 20 October 2021 to 10 April 2021 in Jebel Ali, United Arab Emirates which has been slated due to the ongoing COVID-19 pandemic, it has been postponed to 2021 and the rescheduled new dates calls for an opening on 01 October 2021.

Under the theme of *Connecting Minds, Creating the Future*, the Dubai Expo provides an excellent opportunity to further enhance the country's presence in a global scale, promote the Philippines' commercial and public interest in the Middle East, Africa, and South Asia (MEASA) region and benefit from new and sustainable solutions and transformative concepts which are the product of collaboration of ideas and experiences of various nations.

The Philippines plot – C.84 is located at the Sustainability Theme Area in a plot size of 3,163.25 sqm, with 1386.25 sqm for the pavilion and the rest of space for outdoor activation. Accordingly, the Philippine participation will revolve around the thematic concept of “Bang-ko'-ta” or Philippine Reef.

The Department of Trade and Industry (DTI) which has been designated by the Office of the President as lead implementing agency for this activity by virtue of Administrative Order #17 is tasked to plan, execute and supervise the National Pavilion, business programs, events and cultural presentations of the Philippines in EXPO 2020 Dubai.

Relative to the aforesaid event, DTI will need the services of company who can Supply and Delivery of Furniture and Fabrication of Customized Exhibition/ Interior Fit-out & Furnishing who will customized based on the develop design of the Technical Consultant based on minimum requirements set by the Creative Team of the Philippines Pavilion in Expo 2020 Dubai.

3. GENERAL GUIDELINES

3.1. Four Major Reasons that will draw the audience to the Philippine Pavilion

1. Authentic architecture, art and design
2. An epic symphony of nature, history and culture
3. Distinctive culture expressed in practical luxury products
4. A delightful food experience at Mangrove Café

3.2. Overarching Theme

The Republic of the Philippines takes up the coral reef as central metaphor for all Filipinos, who are as though the coral reef - a people creating and sustaining colonies in the Philippines and everywhere in the world. Filipinos as individual polyps in overlapping colonies, interconnect digitally and form the world's most widely-spread network of networks of linked families. The Filipino - as the vast, global bangkóta—is presented in this complex relation to reef connectivity.

3.3. Thematic Expressions

“*Bang-ko'-ta*” will serve as the central metaphor of the Philippine Pavilion with *Cultural Sustainability* as the main concept which is the affirmation of who we are as Filipinos and; *Permeability* as the design philosophy built on experiences of freely flowing environments, porosity of boundaries and *Connectivity* to emphasize the Filipino as a global citizen spread out all over the world connected by travel, technology and migration.

3.4. Areas and Exhibitions



AREA	AREA NAME	AREA SZIE (SQM)	CEILING HEIGHT (M)
Area 1	Plaza	796.95 SQM	Varies - Outdoor
Area 2	Man is Nature	145.50 SQM	8.50 M
Area 3	Nature is Peace	113.80 SQM	5.50 M
Area 4	Variety of the World	126.90 SQM	11.50 M
Area 5	Our Gift to the World	330.00 SQM	11.50 M
Area 6	Boutique (Golokal! and Marahuyo) and Travel Lounge	86 SQM	5.50 M

	Storage Area and Fitting Room	11.40 SQM	
Area 7	Imaginarium	1,473.70 SQM	Varies - Outdoor
Area 8	Mangrove Café	210.80 SQM	5.50 M
Area 9	Executive Offices	155.90 SQM	4.00 M

4. SCOPE OF WORK AND DELIVERABLES

Under the overall guidance and supervision of the Alternate Commissioner General of the Philippine Organizing Committee (POC), the Exhibition/ Interior Fit-out, Furniture, and Furnishing Company will deliver the following:

- (a) Supply and delivery of Furniture and Fabrication of Customized Exhibition/ Interior Fit-out and Furnishing based on the provided concept design: Supplier will have to recommend the most available and cost-effective furniture items approximating the designs for the following areas as listed below;

Area 6: Boutique and Travel Lounge (Golokal and Marahuyo)				
#	ITEM NAME	QTY	UNIT	DIMENSIONS
A. Fit-out and Furniture				
Display area				
1	Pedestal (Design 1)	1	pc	Diameter: 0.50 M Height: 1.00 M
2	Pedestal (Design 2)	1	pc	Diameter: 0.50 M Height: 0.80 M
3	Gondola	4	pcs	Length: 1.50 M Width: 0.60 M Height: 1.65 M
4	Glass Display Shelves	9	pcs	Length: 0.90 M Width: 0.60 M Height: 1.20 M
5	Hanger Rack	2	pcs	Diameter: 0.60 M Height: 1.55 M
6	3 Tier Shelves	9	sets	Length: 0.96 M Width: 0.60 M Height: 3.64 M
7	Wall Unit	1	set	Length: 4.975 M Depth: 0.60M Height: 2.40 M
8	Podium	1	set	Length: 0.60 M Width: 0.80 M Height: 0.950 M
Cashier Area				
9	Cashier Counter	1	set	Length: 2.80 M Width: 0.86 M Height: 1.10 M

10	Cashier Stool	2	pcs	Length: 0.40 M Width: 0.40 M Height: 0.75 M (adjustable seat height)
Storage Area				
11	Storage Shelf	5	sets	Length: 1.00 M Width: 0.45 M Height: 2.40 M
12	Wall Mounted Drop leaf table - Storage Room / Folding table	1	pc	Diameter: 0.60 M Height: 0.75 M
13	Storage Room Stool	2	pc	Length: 0.50 M Width: 0.46 M Height: 0.76 M
B. Lighting and Accessories				
Display Area				
1	Track Light	1	set	Length: 10.15 M Width: 4.85 M
Fitting Room				
2	Mirror	1	pc	Width: 0.60 M Height: 2.70 M
3	Velvet Curtain with S curve mechanism	1	pc	Width: 2.50 M Height: 5.30 M

Area 8: Mangrove Cafe				
#	ITEM NAME	QTY	UNIT	DIMENSIONS
A. Fit-out and Furniture				
Counter Area				
1	Back Counter (Counter 1-3)	1	set	C1: 1.00M x 0.65M x 0.80M C2: 1.00M x 0.65M x 0.80M C3: 1.00M x 0.65M x 0.80M
2	Café Counter	1	set	Length: 3.52 M Width: 4.12 M Countertop Height: verify on drawings Overall Height: 1.40 M
Dining Area (Indoor)				
3	Indoor Chair	30	pcs	Depth: 0.45 M Width: 0.52 M Height: 0.85 M
4	6-Seater Table	2	sets	Length: 1.90 M Width: 1.00 M Table Height: 0.75 M Overall Height: 1.75 M
5	4-Seater Table	3	sets	Table Diameter: 1.00 M

				Table Height: 0.75 M Overall Height: 1.75 M
6	2-Seater Table	3	sets	Table Diameter: 0.90 M Table Height: 0.75 M Overall Height: 1.75 M
Alfresco Area (Outdoor)				
7	Outdoor Chair	28	pcs	Length: 0.58 M Depth: 0.55 M Height: 0.75 M
8	4-Seater Table (outdoor)	7	sets	Table Diameter: 1.00 M Frame Diameter: 2.50 M Table Height: 0.75 M Overall Height: 2.50 M

Area 9: Executive Offices				
#	ITEM NAME	QTY	UNIT	DIMENSIONS
A. Fit-out and Furniture				
Reception Area				
1	Reception Counter	1	set	Length: 3.00 M Depth: 0.45 M Height: 1.10 M
2	Reception Staff Chair	2	pcs	Width: 0.625 M Depth: 0.56 M Height: 0.82 M (adjustable seat height)
Lounge Area				
3	Waiting Area Couch	1	pc	Length: 2.40 M Depth: 0.85 M Height: 0.85 M
4	VIP Side Table	1	pc	Diameter: 0.55 M Height: 0.60 M
Conference Room				
5	Conference Chair	12	pc	Width: 0.63 M Depth: 0.68 M Height: 0.95 M (adjustable seat height)
6	Conference Table	1	pc	Length: 3.50 M Depth: 1.60 M Height: 0.75 M
VIP Office				
7	VIP Visitors Chair	2	pcs	Width: 0.45 M Depth: 0.50 M Height: 0.85 M
8	VIP Office Desk	1	set	Length: 2.00 M Depth: 0.80 M Height: 0.75 M

9	VIP Ergonomics Chair	1	pc	Width: 0.80 M Depth: 0.79 M Height: 0.82 M (adjustable seat height)
Staff Office Area				
10	Staff Work Station Cluster for 4 - with mobile pedestal drawers - drawer tray divider - drawer folder divider	1	set	Length: 2.40 M Width: 1.20 M Height: 0.80 M
11	Staff Work Station Cluster for 2 - with mobile pedestal drawers - drawer tray divider - drawer folder divider	1	set	Length: 1.20 M Width: 1.20 M Height: 0.80 M
12	Staff Ergonomics Chair	6	pcs	Length: 0.64 M Width: 0.60 M Height: 0.88 M (adjustable seat height)
Pantry Area				
13	Kitchen Cabinet 1	1	set	Length: 1.84 M Depth: 0.65 M Height: 2.20 M
14	Kitchen Cabinet 2	1	set	Length: 3.20 M Depth: 0.60 M Height: 2.20 M
B. Accessories				
1	VIP / Comm. Gen. Office. Facial Mirror with Lavatory counter top	1	pc	Length: 3.26 M Width: 1.325 M Height: 2.85 M Thickness: 5mm
2	Common Toilet Facial Mirror with Lavatory counter top	1	pc	Lavatory counter: Length: 0.80 M Width: 0.60 M Height: 0.10 M Mirror: Width: 3.00 M Height: 2.00 M Thickness: 5mm
3	Blackout Roll Ups	1	set	Total Linear Meter: 31.37 M

PH PAVILION – WASTE BIN REQUIREMENTS				
#	ITEM NAME	QTY	UNIT	DIMENSIONS
GROUND FLOOR				
1	OUTDOOR WASTE BIN Location: 1 pc - Fire exit Stairs 1 1 pc - Stairs going to Executive Office 1 pc - Bridgeway 1 pc - PWD lift	4	sets	Length: 0.40M Width: 0.40 M Height: 0.80 M
SECOND FLOOR				
2	OUTDOOR WASTE BIN Location: 1 pc - Imaginarium Deck 1 pc - Fire Exit Stairs 2 1 pc - Outddoor Huddle and Work Areas	3	sets	Length: 0.40M Width: 0.40 M Height: 0.80 M
ROOF DECK PLAN				
3	OUTDOOR WASTE BIN Location: 1 pc - Imaginarium Deck 2 2 pcs - Imaginarium Deck 3	3	sets	Length: 0.40M Width: 0.40 M Height: 0.80 M
EXECUTIVE OFFICES				
4	INDOOR WASTE BIN Location: 1 pc - Conference Room 1 pc - Kitchen 1 pc - Reception 1 pc - Comm. Gen. Office 6 pcs - Staff Room 2 pcs - Toilets	12	sets	Length: 0.25M Width: 0.25 M Height: 0.35 M
BOUTIQUE				
5	INDOOR WASTE BIN Location: 1 pc - Storage 1 pc - Cashier	2	sets	Length: 0.25M Width: 0.25 M Height: 0.35 M
MANGOVE CAFE				
6	INDOOR WASTE BIN Location: 1 pc - Preparation Area 1 pc - Cashier	2	sets	Length: 0.25M Width: 0.25 M Height: 0.35 M

NOTE: See attached drawings¹ for layout reference, design concept provided by the Design Consultant and statement of compliance for technical specifications²

- (b) Wide options and selections of material finishes for the exhibition/ interior fit-out, furniture and furnishings that are high quality materials, durable, low maintenance and cost efficient;
- (c) Project timeline which will be in accordance with the set delivery dates as required by client;
- (d) Itemized budget breakdown for the Supply and Delivery of Furniture and Fabrication of Customized Exhibition/ Interior Fit-out and Furnishings based on the provided concept (to include logistical requirements, management fees, applicable taxes, and the likes)

5. ELIGIBILITY REQUIREMENTS

#	CONDITIONS	PASS	FAIL
1	Legal Documents		
	Must be eligible to engage into Supply and Delivery of Furniture and Fabrication of Customized Exhibition/ Interior Fit-out and Furnishings with valid Trade License during the period of engagement and must be in business for not less than Two (2) years		
	Required Documents:		
	Copy of the Trade License with validity date / Business Registration with Dubai Municipality		
	Company Authorized Signatory		
2	Technical Documents		
	Must have accomplished (3) projects with the same complexity and amount or more		
	Required Documents:		
	Company's List of Previous contracts or activities undertaken for the past 2 years from world expositions or related activities/events. (see provided template) ³		

¹ Annex A: Floor plan and Itemized drawing details

² Annex B: Technical Specifications Statement of Compliance

³ Annex C: Template for List of Previous contracts

	List of projects with similar scale to scope of extent of services rendered/provided.		
3	Timeliness Documents		
	Must have the ability to deliver and accomplished the project within or earlier than the specified timeline		
	Required Documents:		
	Schedule of work indicating the time of ocular, fabrication, delivery, installation, ingress and egress		
4	Financial Documents:		
	Proof that bidders are qualified and are similar contracts of same magnitude from client		
	Required Documents:		
	VAT Registration / Tax Clearance Certificate		
	Satisfactory Certificate from previous clients (as maybe necessary)		
	Assurance plan <ul style="list-style-type: none"> - insurance of workers - Execution Plan 		

6. FINANCIAL BID

Proposed amount must be within the Approved Budget for the Contract (ABC) with the amount of **Ten Million Pesos (PhP 10,000,000.00)**, in **AED 715,000.00 inclusive of all applicable taxes.**

7. SCOPE OF SERVICES

7.1. Expected output from the winning bidder:

7.1.1. Site Ocular inspection and Mobilization Phase

The winning bidder must:

- (a) Visit the Philippines Pavilion and coordinate with the General Contractor for the on-site inspection of the actual location of each fit-out and furniture requirements stated above to ensure the dimensions and items will fit to room entry point;
- (b) Coordinate with Project Management Consultant for the acquisition of necessary permits needed during the ocular and installation phase on site;
- (c) Provide shop drawings for approval of Design Consultant and/or Client in case the EXPO will require in the acquisition of necessary permits;

- (d) Provide the preliminary materials swatches and wide selections of material finishes for Client's/ Design Consultant approval;
- (e) Determine the final material specifications based on employer's selection and approval;
- (f) Attend necessary meeting/s with the Client / Design Consultant to ensure the materials and finishes provided are aligned with the project requirements;
- (g) Seek approval with the Client / Design Consultant if specifications changes arise;
- (h) Receive approval from the Client / Design Consultant before proceeding with the manufacturing and fabrication phase;
- (i) Submit accomplishment and progress report to the Client before processing of the payment;

DELIVERABLES: Approved material finished and dimensions based on site inspection, accomplishment and progress report, Shop drawings (if needed)

7.1.2. Customize, Assembly and Delivery Phase

The winning bidder must:

- (a) Coordinate with the Client, Project Management Consultant (PMC), and the General Contractor for the monitoring and scheduling of the on-site installation;
- (b) Facilitate and submit all the necessary permits needed in Dubai;
- (c) Procure all necessary approved materials needed for the customized requirements;
- (d) Customize all the project requirements within the prescribed time;
- (e) Assemble and deliver the items that are readily available⁴ (off the rack) on or before December 2020;
- (f) Do the actual mock-up at the company production warehouse and/ or any area recommended by the Client (as needed);
- (g) Submit accomplishment and progress report to the Client before processing of the payment;

DELIVERABLES: Customize and Assembly Program and Schedule, approved permits, list of items delivered initially and Accomplishment and progress report

7.1.3. Ingress/ Installation Phase

The winning bidder must:

⁴ Annex D: List of furniture for Initial Delivery

- (a) Ensure all the project coordination, installation and supervision, monitor compliance with the Expo 2020 Dubai Organizer standard for Health, Safety, Environment and Workers Welfare Assurance Standards and other necessary rules and laws may applied;
- (b) Ensure the Client that all materials, goods, parts and paraphernalia forming part of this contract shall be complete, intact and in good order;
- (c) Ensure proper coordination with the Client, Design Consultant, Project Management Consultant and General Contractor for the monitoring and scheduling of the on-site installation;
- (d) Provide all necessary materials, tool and equipment and labor in delivering scope of work stipulated within these terms of reference (including scaffoldings, scissor lift or any applicable on-site);
- (e) Provide designated team to be in charge of the installation and set-up in the Philippines Pavilion in Dubai
- (f) Provide designated team to supervise during the on-site installation and assembly of the above-mentioned requirements;
- (g) Ensure that all items are properly installed and 100% delivered on site based on the agreed schedule stated in these terms of reference or not later than July 2021;
- (h) Submit monthly progress report to the employer;

DELIVERABLES: list of personnel to be assigned in Dubai Philippines Pavilion site together with their task and complete information and contact details and Accomplishment and progress report

7.1.4. Hand-over Phase

The winning bidder must:

- (a) Submit all necessary documents and report not later than 31 July 2021;
 - i. Punch listing/ hand over inspection report
 - ii. Assembly manual for the knock-down items (needed for the egress/ dismantling)
- (b) Inspect the installed requirements together with Clients, Project Management Consultant, General Contractor and Design Consultant, if it is implemented according to approved design and plans;
- (c) Test all the lighting requirements and ensure all are working in good condition together with the Client's assigned inspector;
- (d) Ensure 100% completion of the project exhibition/ interior fit-out, furniture and furnishings and lighting fixtures placement to the assigned areas.
- (e) Submit accomplishment and progress report to the Client before processing of the payment;

DELIVERABLES: List of items delivered and installed in Dubai Philippines Pavilion, Installation report with actual images, Inspection report with the signature of approving authority (from the employer), Accomplishment and progress report

7.1.5. Other requirements and deliverables

The winning bidder must:

- (a) Properly coordinate with the General Contractor, Project Management Consultant, Design Consultant, and Client;
- (b) Ensure on time delivery of all the necessary materials needed for fabrication, items both movable and for installation including set-up arrangements / installation and assembly, within the prescribed timeline submitted and evaluated under timeliness criteria;
- (c) Submit cost proposal that will not exceed the ABC (inclusive of any applicable taxes);
- (d) Ensure acquisition of necessary permits in Dubai as mandated by UAE government and required by the EXPO organizer;
- (e) Ensure that there will be no any additional cost that will be incurred during the Phases mentioned above, the cost proposal submitted by the winning bidder will be final and not subject to any additional budget requisition;
- (f) Submit drawings or instruction manual not later than 31 July 2021 on how to disassemble the knock-down items as needed for the egress after the expo on March 2022.

8. WARRANTY

- 8.1.** The supplier warrants that the good supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the procuring entity provides otherwise.
- 8.2.** The supplier further warrants that all Goods supplier under contract shall have no defect, arising from materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 8.3.** In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the supplier for a minimum period specified in the Contract. The obligation for the warranty shall be covered by, at the supplier's retention fee by special bank guarantee equivalent to the 5% of the contract cost and shall only be released after the lapse of the warranty period specified in the contract.
- 8.4.** The procuring entity shall promptly notify the supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the supplier shall, within the period agreed or specified in the Special Conditions of Contract and with all

reasonable speed, repair or replace the defective goods or parts thereof, without cost to the Procuring Entity.

- 8.5.** If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the contract, the procuring entity may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the procuring entity may have against the supplier under the contract and under the applicable law.
- 8.6.** The warranty period will start from the date of delivery and will end 31 March 2022 or based on the end date of the event set by the Expo organizer.

9. INDICATIVE PROJECT SCHEDULE AND CONTRACT PERIOD

DESCRIPTION		NUMBER OF DAYS	DATES	REMARKS
1	Bidding Phase	30 CD	November 2020	Overseas Procurement Process
2	Bid Award Phase / Start of Mobilization	1 CD	25 November 2020	
3	Partial Delivery Phase/ Set-up and assembly (Readily available/ off the rack items)	20 CD	25 November - 15 December 2020	Processing of payment upon delivery (partial item delivery) and submission of progress report approved by the Alternate Commissioner General and 5% Special Letter of Bank Guarantee as warranty for defects
4	Customize and Assembly Phase	214 CD	25 November 2020 - 30 June 2021	Progress report from the winning bidder should be submitted on a monthly basis every 20 th day of the month
5	Delivery and Installation Phase	25 CD	1 – 25 July 2021	
6	Hand-over Phase	6 CD	26 - 31 July 2021	
PROJECT DURATION:			NOVEMBER 2020 TO JULY 2021 (subject to change depending on the final date set by the organizer)	
Note:	Number of days are counted based on calendar days regardless of weekend and holidays			



10. TERMS OF PAYMENT


The indicative payment scheme is as follows:

DESCRIPTION		PERCENTAGE
	Reminder: Ensure that the 5% Special Letter of Bank Guarantee is already submitted as warranty for defects	
1	<p>1ST PARTIAL DELIVERY <i>(within 2020)</i></p> <p>Processing of payment upon submission of accomplishment report and list of items initially delivered on site. Ensure that the 5% bank guarantee is already submitted, as warranty for defects.</p> <p><i>Processing of payment: December 2020</i></p>	Equivalent to the cost of delivered items
2	<p>2nd (FULL) DELIVERY and HAND-OVER <i>in 2021 but not later than July 2021</i></p> <p>Processing of payment upon full delivery of the items, no later than July 2021; upon submission of the Accomplishment report and 100% complete and show ready and final acceptance/ certifications from the head of the Procuring entity (Alternate Commissioner General)</p> <p>(Monthly progress report should be submitted every 20th day of the month)</p> <p><i>Processing of payment: July - August 2021</i></p>	Equivalent to the cost of delivered items
	Note: The 5% special letter of bank guarantee shall be released to the winning bidder/ supplier in April 2022 after the EXPO.	
GRAND TOTAL:		100%

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