

## **TERMS OF REFERENCE**

### **For Overseas Procurement of Costume Company to Fabricate a Lightweight Mascot for the Philippines Participation in Expo 2020 Dubai**

#### **Background:**

The Philippines Participation in Expo 2020 Dubai generated over 100,000 visitors for its first month of its operations and is expecting an increase in visitors by both foreign and local based in Dubai, due to the incoming winter season and easing the travel restrictions worldwide.

As we are one of the most visited pavilions within the Jubilee district and we are organizing more activation within the Philippines pavilion in the next 5 months of the EXPO duration for our countrymen and all the visitors enjoying their experience at the Bangkoto, the office of the Assistant Secretary, Trade Promotion Group, concurrent Alternate Commissioner General of the Philippines Expo 2020 Dubai would like to establish a distinct and recognizable brand personality representing the Philippines Pavilion in Expo 2020 Dubai. It will be one of the key promotional marketing tools that will likewise be used to entertain and engage the visitors.

The Ube boy mascot is the "avatar" of the Philippines Pavilion and is needed to be light weight to be able to move freely and dance during the various events and activities. Having the 3<sup>rd</sup> Ube boy Mascot will let the visitors be more engage to different areas within the Philippines pavilion from Plaza to Imaginarium area. Having a 3,163,25 sq.m. plot size, there is a need to increase the visibility of Ube boy with the Philippines Pavilion and Expo 2020 Dubai.


#### **Objective:**

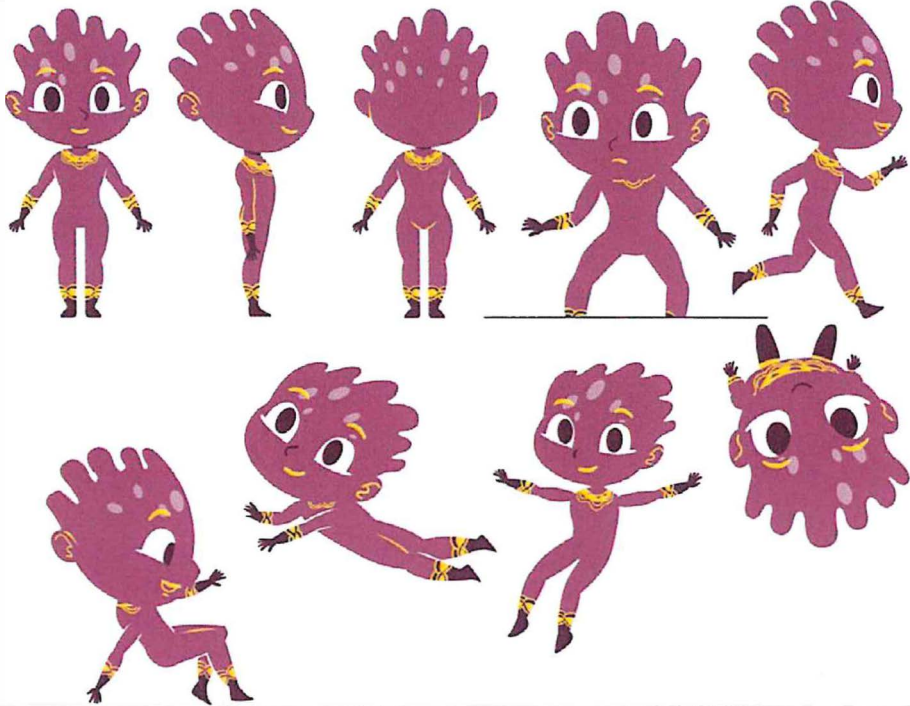
- To establish a distinct and recognizable brand personality representing the Philippines Pavilion in Expo 2020 Dubai
- To create mascot as the "avatar" of the Philippines Pavilion in a light weight material to be able to move freely, dance, and interact with the visitors during various events and activities with the pavilion
- To increase the visibility of Ube boy within the Expo 2020 Dubai as the avatar of Philippines and to promote Philippines participation in Expo 2020 Dubai

#### **Scope of Work:**

Bidders for this overseas procurement request must be based in Dubai, United Arab Emirates and can deliver the requirements on urgent basis following the Philippine Government Procurement rules and regulations or per RA 9184.

## Mascot specifications:

A. Design	
1	Create one (1) Ube Boy mascot as per reference artwork below
2	Work closely with DTI Expo Team for the specifications and other important details
3	Submit appropriate colors swatches of fabrics and sample and accessories (necklace, bracelet, etc.)
B. Quality and Material	
1	<u>Visual Appeal</u> . The Ube Boy artwork should be captured and translated accurately into a lively mascot character.
2	<u>Comfort</u> . The ability to easily put on and take off the costume, visibility while wearing the costume, good ventilation, and temperature control options, all contribute to the overall comfort of the mascot. The costume head should include a ventilation system designed to maximize the flow of air inside the mascot. If the mascot will be used outside in a very hot weather, cooling vests should be made available.
3	<u>Mobility</u> . The body should provide a good balance and the performer should be able to move freely and easily while wearing the mascot.
4	<u>Durability</u> . Mascot should be made up of highest quality materials.
C. Other Requirements	
1	Conduct measurements of the performer/s chosen by the Expo Team to wear the costume
2	Must be able to provide a user manual and must train the performer/s in terms of wearing, cleaning and repairing the costume
3	Must provide appropriate packaging for shipment of the Ube Boy mascot
D. Image Reference	
1	

	
2	Head: use lightweight material in fabric finished
3	Body/ arms & legs: Foam body with reinforced inner surface with insulator
4	Shoes: Foam shoes with soft skin leatherette cover & leather sole skin with fabric finish
5	Fabric/s can be faux fur/fleece, antron (muppet) fleece, Bur-fab (Veltrex), poly/cotton twills and heavy-duty spandex or any approve equivalent or material appropriate for mascot skin
All specifications provided must be followed by the suppliers or approved equivalent must be submitted before commencing works	

#### Schedule of Work

DATE	ACTIVITY
November 3 to November 8, 2021	Procurement Procedure and awarding to winning bidder
November 8 – 25, 2021	Approval of material sample, purchasing of materials, fabrication and delivery
November 25, 2021	100% works completed

**Budget:** AED 8,571.00 or PHP 120,000.00 (inclusive of all taxes)

**Rate used:** AED 1.00 = PHP 14.00

**Budget Source:** Expo 2021 Dubai Funds

**Terms of Payment:**

1 <sup>st</sup> Payment (15%)	Initial Payment Processing of payment upon submission of drawings with mascot sizing per body parts based on the users body measurement	PHP	18,000.00
		AED	1,285.65
2 <sup>nd</sup> Payment (35%)	Progress Payment Processing of payment upon submission of material swatches for approval	PHP	42,000.00
		AED	2,999.85
3 <sup>rd</sup> Payment (50%)	Final Payment Processing of payment upon submission of Delivery Receipt and request for final payment	PHP	60,000.00
		AED	4,285.50
Total (100%)		PHP	120,000.00
		AED	8,571.00
Final amount is all inclusive of taxes			

Prepared by:

  
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