

TERMS OF REFERENCE

PROJECT TITLE	:	Philippine participation in Expo 2020 <i>Hiring of a Freight Forwarder- via Overseas Procurement</i>
PROPONENT	:	Department of Trade and Industry (DTI)
LOCATION/VENUE	:	Jebel Ali, Dubai, United Arab Emirates
PROJECT DATE	:	01 October 2021 – 31 March 2022
PRODUCT CATEGORIES	:	Furniture (Tables and Chairs) & accessories, Fashion accessories, Gift items, Wearables, Bags, Promotional brochures, Office supplies, etc.
MODE OF SHIPMENT	:	CONSOLIDATED VIA SEA (20footer)
NATURE OF SHIPMENT	:	DOOR TO DOOR DELIVERY to DTI INTERNATIONAL BUILDING, No. 375 Sen. Gil Puyat Ave., Makati City, Philippines
FUND SOURCE	:	EXPO 2020
BUDGET	:	AED 17,000.00 (PHP 251,600.00)

BACKGROUND AND RATIONALE:

As the first World Expo to be held in the Middle East, Africa, and South Asia (MEASA) region, the Expo 2020 Dubai will provide the Philippines a platform for country branding, investments and export promotion, tourism and cultural opportunities, and media mileage.

The Philippine National Pavilion is envisioned to promote and uphold these participation objectives while adhering to the Expo theme and the Philippine Theme Statement. The Pavilion shall showcase an array of creative exhibitries representative of the country's storied history and people, rich natural resources, vibrant economy and emerging technological innovations. Thus, a cohesive yet distinct exhibition content are key in ensuring that the participation objectives are well executed and clearly understood by a wide and diverse audience.

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, including all commercial activities within the pavilion (i.e. restaurants, souvenir shops), business prorams, events, cultural presentations of the Philippines in EXPO 2020 Dubai.

NEW EXPO 2020 DUBAI DATES

On 29 May 2020, the Bureau of International des Exposition (BIE), an intergovernmental organization in charge of overseeing and regulating international exhibitions such as World Expo postponed the opening of Expo 2020 Dubai from 20 October 2020 – 10 April 2021 to **01 October 2021 to 31 March 2022**.

The decision was made after more than two-thirds majority of Member States of the BIE voted in favor of postponing the Expo 2020 Dubai next year due to the **COVID-19 pandemic that has affected nations worldwide.**

CLOSING OF EXPO 2020: 31 MARCH 2022

To efficiently ship out the products back to the Philippines from Dubai, UAE, it is deemed necessary to engage the services of a freight forwarder in the UAE who shall serve as the official freight forwarder of the return shipment in connection with Philippine participation in Expo 2020 project.

OBJECTIVES:

1. Hire the services of a local UAE freight forwarder, with a counterpart in the Philippines thru proper bidding procedure and documentation; and
2. To successfully transport, and provide shipping services both by sea and air without delay and in good condition from Dubai, UAE to Manila, Philippines, the returned shipment of office supplies, products, and exhibit items from Expo 2020 Dubai.

SCOPE OF WORK/DELIVERABLES:

DTI – Expo Secretariat shall:

1. Submit the consolidated Commercial Invoice, Packing List and actual products to Freight Forwarder;
2. Consolidate all the products including exhibit items, and office supplies of the Expo Secretariat in a designated area for packing and pick-up of the Freight Forwarder;
3. Closely coordinate with the Freight Forwarder and prepare for the requirements and abide with the shipment regulations in Dubai;

The UAE-based Freight Forwarder shall:

1. Coordinate with the DTI Expo Secretariat the shipping schedule, requirements, procedures, and regulations both in the Philippines and in Dubai;
2. Consolidate packing of the products, pick-up, transport and delivery for outbound Dubai shipment and upon arrival in Manila port, transport, deliver, unpack and uncrate the cargo at the DTI International Office including handling of empties for disposal or storage.
3. Provide necessary packaging and crating materials including boxes;
4. Crating of the items must suit to the shipping requirements both for air and sea, and use of light packing materials shall be the major consideration to avoid excessive weight/kilos;
5. Process customs clearances and other shipping documentation;
6. Properly and promptly transport the merchandise, exhibit items with proper label;
7. Prepare and document with photos all the items to be returned to the Philippines for handover to the DTI-Expo Secretariat, and Freight Forwarder who will handle the return of the shipment after the Expo event.

MINIMUM QUALIFICATIONS

The Dubai based Freight Forwarder must have:

1. Proven track record in the provision of transportation via air and sea to the Philippines;
2. UAE Freight Forwarder must have a Philippines counterpart in Manila that have a complete range of services;

3. Must have experience in the shipment and documentation for exhibit items.
4. Must be organized in their documentation, and well-versed in the regulations and procedures of the Bureau of Customs both in the Philippines and Dubai, U.A.E. ;
5. Must be able to properly pack, and crate, uncrate/unpack, the different products, exhibit items, and merchandise;
6. Must closely coordinate with the Expo Secretariat the duration of the shipment;
7. Must be accountable from consolidation, to the loading in the container/plane during the shipment, up to the delivery to the designated venue, in case damages occur in the duration of the contract.

TIMELINE AND ACTIVITY

Via SEA cargo

Date/s	Procurement Requirements
FEBRUARY 2022	<ul style="list-style-type: none"> - Submission of TOR with PR to Procurement - Review and approval of documents for release to Philgeps - Invitation to Bid
1 st Week of MARCH 2022	<ul style="list-style-type: none"> - Acceptance and Review of Quotations - Opening of Bids/ Appointment of Winning Bidder
16 March 2022	Submission of combined Commercial Invoice/ Packing List and other shipping documents to Freight Forwarder
01 APRIL 2022	Submission of actual samples for consolidation
01-03 APRIL	Packing and Crating, Pick Up of actual samples by Freight Forwarder
APRIL	Loading
END OF APRIL	ETD-DUBAI/ ETA-MANILA, PHILIPPINES/ DELIVERY

DURATION OF SERVICES

The Freight Forwarder's duration of work will start on the appointment as the Official Freight Forwarder until all the shipment have arrived at the designated venues and on designated dates.

Qualification Requirements:

1. Dubai Customs (DC) Certificate of Registration if any, or accreditation, license, etc..
2. Trade License
3. Tax Clearance Certificate
4. Company Profile should indicate services offered
5. List of International exhibits from 2017- 2020 where bidder was named as official international provider
6. Certification Statement that the applicant or company has the capacity to provide all required services stated in this Terms of Reference (TOR)
7. Membership of any related associations

- **Bidder with the lowest quotation wins the bid.**

On Financial Proposal

The bidder is requested to submit quotation for a 20 Footer unit to include origin, sea freight, destination charges, duties/taxes, door to door delivery charges and other related costs to shipment.

I. BUDGET AND TERMS OF PAYMENT

The Approved Budget for the Contract (ABC) is **SEVENTEEN THOUSAND EIGHT DIRHAMS (AED 17,000.00)** including VAT and all appropriate taxes, duties & taxes, and other incidental expenses.

Full payment upon delivery of the goods based on the agreed Shipping Schedules, upon inspection and acceptance of the goods with satisfactory rendition of service subject to applicable Philippines government rules and regulations.

Prepared by:

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