

**ANNEX-2**  
**TERMS OF REFERENCE**

**PROJECT TITLE** : HAULING, LIFTING AND TRANSFER OF MODULES, SHELVES, AND ELECTRICAL EQUIPMENT FROM MARAHUYO BY GO LOKAL IN DUTY FREE LUXE MALL, PASAY CITY

**PROPONENT** : DEPARTMENT OF TRADE AND INDUSTRY – BUREAU OF DOMESTIC TRADE PROMOTION

**PROJECT BUDGET** : Php 130,000.00

**BUDGET SOURCE** : GO LOKAL 2021 REGULAR FUNDS

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**I. BACKGROUND**

The Department of Trade and Industry in partnership with Duty Free Philippines Corporation (DFPC) launched in 2019 the Marahuyo by Go Lokal store in Luxe Mall, Pasay City – the home of the most impressive collection of Philippine fashion designer brands. Beyond a premium luxury store showcasing the best of Filipino creativity, it is a platform that has a clear goal of elevating both established and upcoming Filipino luxury fashion designer brands to larger, more discriminating markets.

Last May 2022, the DFPC informed the DTI-BDTP of the impending shutdown of Fiestamall, its flagship store, by January 2023 as well as the closure of Marahuyo in Duty Free, Luxe Mall to accommodate the incoming Go Lokal products from the Duty Free Fiesta Mall by October 2022.

To comply with the timeline set by Duty Free Philippines on the closure of the store, the BDTP is in need of the services of a contractor who will provide services on hauling, lifting and transfer of the display modules/shelves/electrical lights (“DTI Properties”) within the premises of the Marahuyo store to the DTI-BDTP Office in Makati and DTI Warehouse in Taguig.

**II. SPECIFICATIONS**

Please see Annex A for the Summary List of DTI Properties for Hauling, and Annex B for the detailed Specifications.

**III. SCOPE OF WORK**

1. The contractor shall provide an electrician and manpower who will haul, lift and transfer DTI Properties to the DTI-BDTP Office in Makati and DTI Warehouse in Taguig.
2. The contractor shall ensure the safety of the properties to be hauled and transferred.
3. The contractor shall transfer the items properly and in good condition (proper packing of the shelves to avoid damage, smudge, dirt, and stain) on the schedule set by the BDTP.
4. The contractor shall properly label when packing the items considering most of the items are delicate/breakable (e.g. display island case/modules with glass, CCTV

cameras, TV, track lights, signage and the like).

5. In the event that damages occurred, repairs or equivalent cost of the damaged items must be handled by the Contractor at his own expense or Contractor's appointed insurance company.

#### IV. TIMETABLE OF ACTIVITIES

Activity	Timeline
Draft and approval of Terms of Reference	Week of September 26, 2022
Procurement of Services for the Hauling, Lifting and Transfer of DTI Properties (compliance with government procurement and BAC requirements)	Weeks of September 26 to October 17, 2022
Processing and Approval of RCAF	
Awarding and Signing of Service Contract	
Actual Hauling and Transfer of DTI Properties	Week of October 24, 2022 <i>*after store operation hours at 8:00PM</i>

#### VI. TERMS OF PAYMENT

Full payment 30 days after the hauling, lifting and transfer of the DTI properties from Marahuyo by Go Lokal store in Duty Free Luxe Mall, Pasay City to the following:

1. DTI Warehouse, Lot 94 Electronics Rd FTI Special Economic Zone Taguig City.
2. DTI-BDTP Office, Ground Floor, DTI Building, Sen. Gil J. Puyat Avenue, Makati, Metro Manila

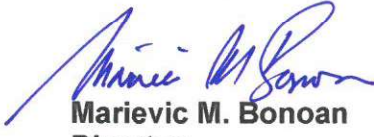
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Approved by:

  
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Director

## ANNEX A

### Summary List of Scope of Works

#### A. GENERAL REQUIREMENTS

Item	Description	Qty
Closed Van Truck	<ul style="list-style-type: none"> <li>- Provide a closed van truck that will be used to transfer the DTI properties within the Marahuyo by Go Lokal store.</li> <li>- Truck flooring should be free from any protruding objects that may cause damage to DTI properties.</li> </ul>	1 lot
Accessories and equipment	<ul style="list-style-type: none"> <li>- Provide accessories (e.g. bubble wrap, carton box) and other equipment such as scaffolding, rope, push cart, truck ramp or other carrying devices that may be necessary in hauling services to meet the required devices.</li> </ul>	1 lot

#### B. FOR HAULING AND TRANSFER TO DTI-BDTP OFFICE

Item	Description	Qty	Remarks
<b>Ceiling</b>			
CCTV	<ul style="list-style-type: none"> <li>- 1 Dome CCTV attached to the wall, located at the upper right of the store entrance</li> </ul>	1	<p>Refer to Display module list, <b>Annex B, image A.1</b></p> <p><i>Secure cctv in a bubble wrap and place in a carton box.</i></p>
<b>Walls</b>			
CCTV	<ul style="list-style-type: none"> <li>- 2 Bullet CCTV attached to the wall, located at the upper right of the store entrance</li> </ul>	2	<p>Refer to Display module list, <b>Annex B, image A.2</b></p> <p><i>Secure cctv in a bubble wrap and place in a carton box.</i></p>
LED Display Monitor	<ul style="list-style-type: none"> <li>- 2 Televisions attached to the wall of the store</li> </ul>	2	Refer to Display module list, <b>Annex B,</b>

	- Size: 97mm (W) x 1685mm (H)		<b>image A.2</b>  <i>Secure in a bubble wrap and place in a carton box.</i>
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### C. FOR HAULING AND TRANSFER TO DTI WAREHOUSE TAGUIG

Item	Description	Qty.	Remarks
<b>Modules, Shelves and Props</b>			
Display Case with Glass	- Size: 2636mm x 1003mm x 700mm	1 unit	Refer to Display module list, <b>Annex B, image B.1</b>  <i>Secure with a bubble wrap and carton.</i>
Display Island Case with Glass	- Size: 1250mm x 1000mm x 700mm	4 units	Refer to Display module list, <b>Annex B, image B.1</b>  <i>Secure with a bubble wrap and carton.</i>
Display Case Island Divider	- Size: 45 cm (L) x 80 cm (H) x 4 cm (W)	2 pcs.	Refer to Display module list, <b>Annex B, image B.1</b>  <i>Secure with a bubble wrap and carton.</i>
Display Module with Glass Shelves	- Size: 1827mm x 2400mm x 455mm	6 units	Refer to Display module list, <b>Annex B, image B.1</b>  <i>Secure with a bubble wrap and carton.</i>
Storefront Props	- Metal Piece Window Displays	2 pcs.	Refer to Display module list, <b>Annex B, image B.1</b>  <i>Secure with a bubble wrap and carton.</i>
<b>Storefront Signage</b>			

Signage	<ul style="list-style-type: none"> <li>- 8 Uppercase Letters: MARAHUYO</li> <li>- 6 Small Uppercase Letters: GO LOKAL</li> <li>- 2 Horizontal Bars</li> </ul>	16 pcs	<p>Refer to Display module list, <b>Annex B, image B.2</b></p> <p><i>Place in a secured box for storage separate from the merchandising props.</i></p>
<b>Ceiling</b>			
Track Light Bars	<ul style="list-style-type: none"> <li>- Track light bars attached to the ceiling</li> </ul>	9 pcs	<p>Refer to Display module list, <b>Annex B, image C.1</b></p> <p><i>Place in a secured box for storage separated from merchandising props and signage.</i></p>
Track Lights	<ul style="list-style-type: none"> <li>- Track lights attached to the track bar</li> </ul>	27 pcs.	<p>Refer to Display module list, <b>Annex B, image C.1</b></p> <p><i>Place in a secured box for storage separated from merchandising props and signage.</i></p>
Chandelier	<ul style="list-style-type: none"> <li>- Lamp attached to the ceiling</li> </ul>	2 pcs.	<p>Refer to Display module list, <b>Annex B, image C.1</b></p> <p><i>Place in a secured box for storage separated from merchandising props and signage.</i></p>

## **Annex B**

### **Specifications**

#### **A. For Hauling and Transfer to DTI-BDTP Office**

##### **A.1 Ceiling**



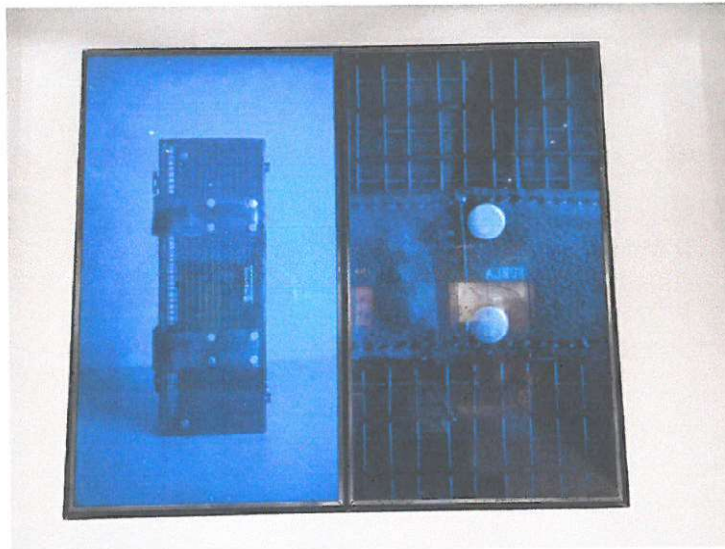
*Dome CCTV*

##### **A.2 Walls**



*Bullet CCTV*





*LG Television*

**B. For Hauling and Transfer to DTI Warehouse Taguig**

**B.1 Modules Shelves and Props**



*Display Case with Glass  
2636mm x 1003mm x 700mm*



*Display Island Case with Glass*  
1250mm x 1000mm x 700mm



*Display Case Island Divider*  
45 cm (L) x 80 cm (H) x 4 cm (W)





*Display Module with Glass Shelves  
1827mm x 2400mm x 455mm*



*Metal Storefront Props*

## B.2 Signage



## C.1 Ceiling



*Track bar and lights*



*Chandelier*