



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8549708  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth for the CAPA Airline Leader Summit 2022

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ No. 2022 - 03 - 0033	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Services	<b>Date Published</b>	23/03/2022
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00	<b>Last Updated / Time</b>	22/03/2022 13:54 PM
<b>Delivery Period:</b>	4 Day/s	<b>Closing Date / Time</b>	28/03/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

I. BIDDER : Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth

II. PROJECT TITLE : CAPA Airline Leader Summit 2022

III. VENUE : Carden Park Hotel Golf Resort and Spa, Manchester, United Kingdom

##### IV. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be a PhilGEPS registered booth contractor
- Must be an international contractor/builder OR a local contractor/builder with an affiliate/partner in United Kingdom
- Must be willing to provide services on send-bill arrangement

##### V. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services for the following:

A. Booth design that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to set-up the stand.

**Booth Details**

1. Size – 10 sq. meters stand; 5m x 2m (one long side against the wall).
2. Vertical limit – 3 meters
3. Layout – materials for rental only
  - Accent wall featuring Philippine destination
  - Philippine info counter with at least two (2) chairs
  - Meeting table with at least two (2) chairs
  - Coffee/water station
  - Sanitation station
4. General stand theme: IT’S MORE FUN IN THE PHILIPPINES
5. Specific stand requirements
  - One (1) Individual negotiating table with Philippine route map on top, acrylic sneeze guard, and two (2) chairs
  - One (1) Lockable Philippine info counter with acrylic sneeze guard and two (2) chairs
  - Standalone high back wall with thematic canopy and graphic
  - It’s More Fun in the Philippines signage
  - Interior decor as appropriate such as fresh plants and flowers, sufficient lighting to convey an airport setting
  - Elevated carpeted flooring with cove lighting to cover the electrical wiring and connections
  - Brochure rack
  - At least 60" LED TV
  - Electric outlet and adaptor
  - Coffee/ Tea bar with cups, stirrer, coffee, tea, sugar, and creamer for 100 pax per day for 3 days
  - Water dispenser with disposable cups and daily supply of potable water for 3 days
  - Sanitation station inclusive of hand sanitizer/ alcohol dispenser, face mask and temperature scanner
  - One (1) Air purifier
  - Thrash bin
  - All exhibition venue connections (electricity, water, health and venue permits)
  - COVID test for setup team as may be required by the Organizer
  - Stand and set-up and dismantling supervision and stand maintenance for the duration of the fair.
- B. Set-up and installation of the booth while strictly following the rules and regulations set by the fair/event organizers.
- C. Coordination with other service providers that is needed in the set-up of the booth (Ancillary services etc.)
- D. Storage/disposal of the booths/parts and egress on the dates designated by the event organizers.
- E. All materials used for the booth set up are considered as waste materials after the event.

**VI. TIME FRAME AND SCHEDULE OF WORK**

The contract duration is a period of four (4) days with the following schedule of work:

1. April 6 Ingress/Set-up Philippine booth (or according to official event schedule)
2. April 7-8 CAPA Airline Leader Summit/Event proper (Stand maintenance)
3. April 8-9 Stand Dismantling (or according to official event schedule)

**VII. BUDGET**

Total Budget allocation for the Philippine booth is One Million Pesos (Php1,000,000.00) inclusive of taxes. Financial proposal should allow for modifications in stand and layout and design according to the needs and requirements of the end user. Full payment shall be made upon completion of the project (send bill arrangement).

The winning bid however shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers, adoption of the “It’s More Fun in the Philippines” brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

**VIII. PROJECT OFFICER**

BUENA CARLA F. ZALDIVIA  
 Email Address: gbgustilo@tourism.gov.ph  
 Tel. No.: (02) 459 5200 loc. 508

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Booth Contractor	Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth for the CAPA Airline Leader Summit 2022	1	Lot	1,000,000.00

**Other Information**

**Eligibility Requirements**

1. Mayor’s/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 28 March 2022 at 02:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 22/03/2022

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