



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	9003812
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	Procurement of Services of a Booth Contractor to Handle the Design, Set-Up and Dismantling of the DOT Pavillion in Line with the OPMD's Participation at the Philippine Travel Mart (PTM) 2022
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2022 - 09 - 0095	<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>	10/09/2022
<b>Approved Budget for the Contract:</b>	PHP 999,999.00	<b>Last Updated / Time</b>	09/09/2022 15:43 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	13/09/2022 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. PROJECT TITLE : Philippine Travel Mart (PTM) 2022 Booth Construction, Design Set-up, and Dismantling of the Philippine Booth

II. PROJECT DATE : September 30 to October 2, 2022

##### III. MINIMUM REQUIREMENTS

- A. Must submit two (2) proposed design based on the products (Nature-Based Tourism, Culinary, Medical Tourism and English as a Second Language (ESL); booth design subject to DOT-OPMD approval.
- B. Must be a Philippine-based organization capable of exhibition booth construction
- C. Must be an accredited exhibition and design contractors of the event organizer and event venue
- D. Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- E. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- F. Must be willing to provide services on send-bill arrangement

##### IV. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

**A. BOOTH SIZE AND LOCATION**

Dates : September 30 to October 2, 2022

Venue : Booth D04 and E05

Booth Size: 2 units of 54sqm (9m x 6m) raw island type booth space (4 sides open)

**B. BOOTH DETAILS**

Set-up of the said booth must include the following provisions:

Special Booth Shell Type Design for the two (2) pavilion

THE FOLLOWING SPECIFICATIONS MUST BE APPLIED IN THE DOT PAVILION:

**BOOTH SIZE AND LOCATION**

Date : September 30 to October 2, 2022

Venue : Booth D04 and E05

Booth Size : 2 units of 54sqm (9m x 6m) raw island type booth space (4 sides open)

**BOOTH DETAILS**

Set-up of the said booth must include the following provisions:

Special Booth Shell Type Design for the two (2) pavilion

**BOOTH SET-UP AND DISMANTLING**

Booth set-up, installation, and dismantling of the exhibition set up of the Philippine Booth, must conform to the schedule, rules, and regulations set by the exhibition organizers and venue.

THE FOLLOWING SPECIFICATIONS MUST BE APPLIED IN THE DOT PAVILION:

- One (1) Philippine information counter on strategic side of the stand with back lit graphic work (official DOT logos and key visuals) in appropriate high print quality, at least two (2) bar stools, electrical outlets for laptops/tablets, one (1) brochure rack, and one (1) business card fishbowl. Counter must also be equipped with lockable storage intended for promotional and information materials;
- Fascia board with built up letters with DOT Philippines logos/slogans/campaigns (design is subject to DOT's approval)
- Provision of ten (10) 0.75 m x 0.75 m information tables for each regional office/private sector participant along the perimeter of and within the Philippine Booth with company/stakeholders signage/logo, at least two (2) chairs, electrical outlet with at least two (2) sockets for charging, and lockable storage intended for exhibitors' promotional and information materials and personal belongings; (confirm with supplier for the allowable number of exhibitors/tables per booth)
- One (1) VIP Reception Area/Lounge featuring tropical-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;
- Area for audio-visual presentation equipped with technical facilities (i.e., sound system, LED wall);
- One (1) LED wall (3 meters x 2 meters) with advance audio-video capability and at least one (1) dedicated technical staff to operate the video wall for the duration of the exhibition;
- One (1) LED TV (50 inches) with USB connection capability;
- At least 6 large-scale photo panels (3 to 3.5 meters in height) with DOT photos (in appropriate high print quality) of the Philippines' key destinations and products (Photos to be provided by the DOT OPMD);
- Provision of 100mbps internet connection per pavilion for all laptop computers and devices
- One (1) storage room with the following:
  - Cabinet with at least 4 lockable compartments for personal belongings;
  - Cabinet with at least 4 shelves for storing stock promotional and information materials;
  - 1 Working table;
  - Lockable doors;
  - 6 units of Spotlight and with arm for backdrop and tower
- One (1) mobile bar area that can serve free-flowing coffee and hot and cold water dispenser with ample supply of water for the duration of the expo, inclusion of refreshments (individually wrapped snacks e.g. candies-preferably local brand)
- Trash bins with ample supply of trash bags for the duration of the event.
- Elevated (10 mm) dark grey carpeted platform/floor to conceal the electrical wirings and connections;
- Provision of at least one (1) accessibility ramp/mobility aid on the two sides of the booth;
- Strong lighting in general areas to highlight stand visibility;
- All exhibition venue connections (electricity, water, and hanging banner suspensions);
- All materials rented and used for the booth shall be considered waste materials after the event.
- Other accessories needed to achieve the desired theme
- Include a provision for a dedicated staff to maintain the booth (electrical, technical requirements, etc.) and clean the booth twice daily (prior to opening of the mart and afternoon), and from installation till close of the travel mart.

\*Bidders may also submit design for the pavilion subject to DOT's approval

**V. BOOTH SET-UP AND DISMANTLING**

Booth set-up, installation, and dismantling of the exhibition set up of the Philippine Booth, must conform to the schedule, rules, and regulations set by the exhibition organizers and venue.

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

All interested parties must submit working design drawings and cost schedules within six (6) days upon receipt of the document.

1. Design and approval of the booth - September 27, 2022

2. Booth Set-up and Turnover - September 29, 2022
3. Exhibition Proper/Stand Maintenance - September 30 to October 2, 2022
4. Booth Dismantling - October 2, 2022

**VII. BUDGET**

Total Budget allocation for the Philippine Booth is at PHP 999,999.00 inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.

The winning bid however shall be determined based on the proposal with the most advantageous financial and design package cost, provided that the bid amount does not exceed the above total budget.

**VII. EVALUATION PROCEDURE**

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 and PTM's theme which is "Roar to Recovery" and financial package cost, provided that the amount of bid does not exceed the above total budget.

**VIII. PAYMENT TERMS**

50% upon submission and approval of final stand design

50% within 30 days upon dismantling of the Philippine booth, submission of invoice, and satisfactory delivery of services specified in the technical specifications.

**IX. CONTACT PERSON**

Contact Person : Katherine D. Patawaran

Office : Office of Product and Market Development (OPMD)

Contact Number : local 509, 09561834106

Email Address : kpatawaran@tourism.gov.ph

APPROVED BY:

PAULO BENITO S. TUGBANG, M.D.

Director, Office of Product and Market Development

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Booth Contractor	Procurement of Services of a Booth Contractor to Handle the Design, Set-Up and Dismantling of the DOT Pavillion in Line with the OPMD's Participation at the Philippine Travel Mart (PTM) 2022	1	Lot	999,999.00

**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 13 September 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 09/09/2022

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