



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9100407
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Booth Contractor for the CAPA Asia Aviation Summit 2022 in Singapore

Area of Delivery

Solicitation Number:	2022-10-174	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	11/10/2022
Approved Budget for the Contract:	PHP 1,000,000.00	Last Updated / Time	11/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	14/10/2022 09:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TERMS OF REFERENCE

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

II. PROJECT TITLE : CAPA Asia Aviation Summit 2022 in Singapore

III. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be an international contractor/builder OR a local contractor/builder with an affiliate/partner in Singapore

IV. SCOPE OF WORK/DELIVERABLES

A. Booth 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 setup the stand.

Booth Details

1. Size 12 sq. meters/island stand or 3 sides open (6m x 2m)
2. Layout - materials for rental only. Preferably Filipino-inspired materials (wood/rattan/woven fabric)
 - (1) Information counter with lockable cabinets
 - (1) high swivel chair
 - (1) Brochure stand

- (1) coffee/tea station with lockable cabinet
- (1) hot/cold water dispenser
- (1) trash bin
- (6) outdoor lounge chair (rattan)
- (2) round table – sits 3 chairs
- (2) 70in QLED Television (wall mounted)
- Potted indoor plants, fresh flowers

3. Booth graphics: Philippine destination photos

4. Specific stand requirements

- Stand installation inclusive of appropriate lighting, storage cabinets/lockers for personal belonging.
- Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
- Carpeted flooring
- All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
- Sufficient power outlets and lighting and adopters as necessary.
- Other accessories needed to achieve the desired theme.
- Daily stand cleaning – before the opening, during the closing of the Philippine stand.
- Stand and construction and dismantling supervision and stand maintenance for the duration of the fair.
- Coffee/Tea station with ample supply of water and other supplies.

B. Coordination with other service providers that is needed in the setup of the booth (Ancillary services etc.)

C. Disposal of the booth/parts and egress on the dates designated by the event organizers.

D. All materials used for the booth set up are considered as waste materials after the event.

V. TIME FRAME AND SCHEDULE OF WORK

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

- 2 November Ingress (or according to official event schedule)
- 3-4 November Stand maintenance / Event Proper
- 4-5 November Egress (or according to official event schedule)

VI. BUDGET

Total Budget allocation for the Philippine booth is amounting to One Million Pesos (Php 1,000,000.00) inclusive of government taxes. Financial proposal should allow for modifications in stand and layout according to the needs and requirements of the end user.

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 "Philippines" brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Services of a Booth Contractor	Services of a Booth Contractor for the CAPAA Summit 2022	1	Lot	1,000,000.00

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2022-10-174

In addition to the Proposal/Quotation, kindly submit the following 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

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 14 OCTOBER 2022 at 9:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 10/10/2022

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