



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	9221784
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM - NCR
<b>Title</b>	PROCUREMENT OF A GENERAL CONTRACTOR FOR THE BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING FOR DOT-NCR AT THE 1st NORTH LUZON TRAVEL FAIR
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	NCR-2022-11-006	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	General Contractor	<b>Date Published</b>	12/11/2022
<b>Approved Budget for the Contract:</b>	PHP 980,000.00	<b>Last Updated / Time</b>	11/11/2022 13:40 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	15/11/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

#### Description

##### I. SCOPE OF WORK/DELIVERABLES

A. Booth design, installation, maintenance, and dismantling strictly following the PHILTOA organizers' rules and regulations. Booth Details: 6m X 4m Pavilion Package Dimension: 24 sqm Booth Nos. B12, 13, 20, 21 \*See layout All rules and regulations mentioned in the 1st North Luzon Travel Fair are understood to form part of the Terms of Reference. Note: Winning Bidder TO PROVIDE AT LEAST TWO (2) PROPOSED BOOTH DESIGNS subject to modifications of the selected design if warranted.

B. Layout Corner booth Set-up with two sides open (front and the other side)

C. General Stand Design Theme: MODERN INDUSTRIAL DESIGN WITH LOFT

- Specific Stand Requirements Ground Floor: · Design should have a ground floor with a stair leading to a loft/2<sup>nd</sup> floor deck · A Photo wall with spotlights featuring an iconic site of Metro Manila on the inner ground · big wall (ready to print design to be supplied by DOT-NCR) · - Bar height table by the photo wall that can double up as food station · - One (1) main information counter for DOT-NCR with DOT - National Capital Region logo on the front. Counter should stretch to cover the stairs leading to the loft to prevent entry from the said area · Outer side wall should be highlighted by Metro Manila's iconic attractions · - Main counter near the stairs should be separated by an acrylic wall for two invited private tour operators selling Metro Manila tour packages · - All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules · Three bar stools for the main information counter · Two bar stools for the private sector counter · Three-seater sofa (2 pcs) with center table and Tables and Chair (4 pcs) Set located at the ground floor with center table (based on industrial look) · - One (1) storage area with built in table and folding chairs, with 2-layer shelves on top, wall hanger with ten (10) hooks for bags · - Lockable cabinet and shelves in the storage area with locks for valuables; · 42" LED TV with USB outlet for promotional videos of NCR located at the outside wall of the storage area; · Creative design and brochure rack for main info counter; · Appropriate Company name signage placed in strategic location of the booth

- -Carpeted flooring to cover the electrical wiring and connections; should complement the background · Wi-Fi /

Pocket wifi for the booth (can accommodate 8 gadgets at one time) · Adequate lighting · Provision for hot and cold water dispenser with water refill during the duration of the event · Stanchion should be provided to control entry to the loft · One (1) standard-sized fish bowl for raffle entries · Daily stand maintenance and cleaning for the duration of the event · Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR · Floral arrangements should be provided in the main counter, center tables in both ground and upper floor · Extension power outlets should be provided Loft: - Loft should contain a sofa set ideal for 5 persons with center table and small rectangular table for coffee, tea and snacks service - One side should be left open with colorful railings - Should have two power outlets (3-gangs each)

1. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers; 2. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand; 3. Must abide by the Organizer's show rules and regulations; 4. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth

#### QUALIFICATION OF BIDDER:

1. Must be a duly-registered Philippine company engaged in the business as an EMC, PMC, and Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation.  
2. Must be in operation for at least five (5) years.  
3. Must have implemented or participated as a booth contractor/designer or event organizer in at least three (3) trade or consumer shows with international participation or audience

#### OTHER REQUIREMENTS:

1. Submit a list of groups/clients and national and international events participated in or handled in the last five (5) years;  
2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.

Documentary Requirements to be submitted:

1. Mayor's/Business Permit
2. PhilGEPS Platinum Membership
3. Duly Notarized Omnibus Sworn Statement
4. Latest Income/Business Tax Return
5. Company Profile (featuring above-mentioned qualifications and requirements) 6. Curriculum Vitae of Key Personnel/Staff

Approved Budget: Php 980,000.00

\* The total budget for the DOT-NCR booth is Nine Hundred Eighty Thousand Pesos only (Php980, 000.00) net of all taxes. The bid price must include manpower, logistics, bank

transfer fees if any, other charges, and other expenses needed to set up the booth. The financial proposal should allow for stand design and layout modifications per the needs and requirements of the end-user.

Contact Person:

MR. ERNIE TESTON  
Head, PMDU ernieteston@tourism.gov.ph

#### Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address: DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on November 15, 2022 at 9:00AM

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 11/11/2022

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