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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5545383  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Booth Design, Setup and Dismantling (5th China Low Cost Carriers Summit 2018)  
**Area of Delivery**

<b>Solicitation Number:</b>	2018-08-0199	<b>Status</b>	Active
<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 - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Construction Projects	<b>Date Published</b>	08/08/2018
<b>Approved Budget for the Contract:</b>	PHP 533,769.75	<b>Last Updated / Time</b>	08/08/2018 00:00 AM
<b>Delivery Period:</b>	4 Day/s	<b>Closing Date / Time</b>	13/08/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaaalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

PROJECT TITLE: BOOTH DESIGN, SET-UP AND DISMANTLING OF THE PHILIPPINE BOOTH AT 5TH CHINA LOW COST CARRIER SUMMIT 2018  
 October 11-12, 2018 at the Shanghai Hongqiao, China

##### I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and installing booths for travel and consumer fairs for the Philippine Stand at Shanghai Hongquiao, China. The installation of the aforementioned booth aims to attain the following objectives:

- A. Generate positive "name recall" of the Philippines and promote the country's tourist destinations and airports;
- B. Create an atmosphere that highlights the country's "It's More Fun in the Philippines" brand;
- C. Attract and encourage aviation-tourism stakeholders to visit the Philippine booth;
- D. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other interactive activities.

##### II. BACKGROUND:

In 2014, the DOT attended the 3rd China Low Cost Carrier Summit which was held in Shenzhen, China. The DOT was represented by Mr. Erwin F. Balane, Head of Route Development and Mr. Gerald O. Panga, Tourism Attache for South East China. The participation was only limited as it was the first time that the DOT was invited to the event despite of

ongoing territorial dispute between China and the Philippines.

In 2015, the DOT was given the chance to become an exhibitor and provided with 25 square booth space to showcase the various international gateways and tourist destinations of the country. Mr. Balane was also invited to become panelist to discuss the route development programs of the DOT

This year, DOT has secured a 15 sq. m. booth.

### III. 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 construct the stand.

#### Booth Details

1. Size 15 sq. meters with one (1) side open
2. Booth ambience: Tropical feel
3. Color scheme: Brown (like wood)
4. Layout — materials for rental only

Two (2) individual meeting tables with at least 2 chairs each

One (1) VIP area

One (1) Philippine Information Counter with It's More Fun in the Philippine logo

5. Booth graphics: IT'S MORE FUN IN THE PHILIPPINES destination photos

6. Specific stand requirements

Stand installation inclusive of appropriate lighting, storage cabinets/lockers for Personal belonging.

Appropriate backdrop visuals/overhead ceiling banners/interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting

Carpeted flooring

One (1) LED TV screen (65 inches) on the middle of the backdrop

All exhibition venue connections and fees (ample supply of electricity, suspensions and permits)

Sufficient power outlets and lighting.

Other accessories needed to achieve the desired theme.

Daily stand cleaning — before the opening, during the closing of the Philippine stand.

Stand and setup and dismantling supervision and stand maintenance for the duration of the fair.

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

C. Storage/disposal of the aforementioned booths/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.

### IV. TIME FRAME AND SCHEDULE OF WORK

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

1. October 10 Build-up Philippine booth  
(or according to official event schedule)
2. October 11-12 Stand maintenance
3. October 13 Stand Dismantling  
(or according to official event schedule)

Note: Booth design should be submitted with the proposal.

### V. BUDGET

Total Budget allocation for the Philippine booth is Php 533,769.75 (or its equivalent in US dollar) Five Hundred Thirty Three Thousand Seven Hundred Sixty Nine Pesos and Seventy Five Centavos, 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.

#### PROJECT OFFICER

Mr. Erwin F. Balane / Mr. Erwin C. Silva Department of Tourism

351 Sen. Gil Puyat Avenue, Makati City

Email Address: efbalaneomail.com / erwinsilva001vahoo.com Tel. No.: (02) 459 5200 loc. 517 / 518

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

#### PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)  
(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 13, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 07/08/2018

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