



INVITATION TO BID

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers to bid for the hereunder project. Considering that the Philippine booth is to be set-up at the venue of the event in Porte De Versailles, Paris, France, bidders with company based or has an affiliate in France, will be preferred.

TERMS OF REFERENCE

Project Title	:	Salon dela Plongee 2018
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	January 12-15, 2018 (event proper)
Venue	:	Porte De Versailles Paris, France
Location	:	TBA
Booth size	:	148sqm (Island stand – 4 sides open)

BACKGROUND:

In line with its objective of capturing a larger share of the French dive market, the Philippine Department of Tourism (DOT) will be participating in the Salon International de la Plongee Sous Marine 2018 in Paris, France.

The Paris International Dive Show (Salon International de la Plongee Sous-Marine) is THE show for the diving sector. It is the only event in France that brings together dive exhibitors of various categories: associations, boats, diving centers, dive insurance, manufacturers and distributors, media, publishers, tourism offices, training, dive operators and travel agents.

There are more than 350,000 scuba divers in France, 10% (40,000) of which travel abroad for diving through a tour operator. Taking part in this event will give the Department the advantage of a publicity campaign spread over several months-at no extra cost.

PURPOSE / OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company based or has an affiliate in France engaged in the business of designing and setting up of booths for travel and consumer fairs for the Philippine Stand at Salon International de la Plongee Sous-Marine 2018.

The construction of the aforementioned booth aims to attain the following objectives:

- Generate a positive name recall of DIVE Philippines brand and boost the visit of dive enthusiasts to Philippine dive destinations
- Create an atmosphere that reflects the Philippines as the global center of marine diversity;
- Create a highly functional, interactive and visually appealing area for the provision of the Philippine tourism information, product updates, audio-visual presentations, table-top business meetings, and other promotional activation.
- Highlight the features of Philippine dive destinations, with focus on Tubbataha Reef, Batangas, Cebu, Coron and Southern Leyte.

Capability Requirements

- Must have an experience rendering services at international exhibitions
- Must have the capability to operate in France
- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to Salon de la Plongee site, assemble and install AV equipment, and furniture accent pieces for the Philippine booth

Scope of Work / Deliverables

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

1. General stand design theme: **DIVE PHILIPPINES**
2. Philippine booth design – a functional booth that will accommodate Eighteen (18) exhibitors and showcase the Philippines' top dive destinations, incorporating the design pegs to be supplied by the DOT
3. Design and construct space that will accommodate the following:
 - 3.5m x 2m LED wall with USB port or built in video player that will project Philippine tourism videos and images
 - Stage for Philippine performers (live animation)
 - Eighteen (18) Philippine exhibitors
 - Information counter
 - VIP Reception area
 - Storage area
 - Kitchen with small dining area for the PHL delegation
 - Area for interactive animation/underwater (UW) 360°

Specific Stand Requirements

1. Provide individual company negotiating tables with 3 chairs for each Philippine exhibitor. Each station must have the following:
 - One table
 - Lockable storage cabinet (may be part of the design of the table)
 - Individual electric outlets (3 sockets each)
 - Company name and logo
2. VIP reception area which can comfortably accommodate six (6) guests at a time and should have the following:
 - Furniture and fixtures, featuring modern and contemporary designs
 - Appropriate backdrop visuals
 - Brochure rack
 - Fresh plants and flowers
 - Electrical outlet on both sides
 - Lockable storage cabinet
 - 51" LED TV with USB port or built-in video player
 - Coat rack
3. One information counter which can accommodate 3 persons at a time and should have the following:
 - Appropriate visuals (backlighting) and accessories
 - Electrical outlet
 - Brochure rack
 - 3 chairs
 - Exhibitor directory
4. Storage room where PHL delegation can keep their materials and should have the following:
 - Storage shelves
 - Lockers (at least 10 to 12 lockers)
 - Coat hangers (big enough to hang coats for at least 30 pax)
 - Mini-kitchen with sink and running water
 - Small dining area
 - Half-length mirror
 - Colored printer with ink and bond paper
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)

5. Small stage/platform
 - Size should be 2m x 3m
 - Sound system (microphone/s, loud speakers, technical rider, etc.)
 - Power outlets
 - Small prop table
 - 3.5m x 2m LED wall
6. Provision of one area that will allow booth visitors to view 360° underwater video (VR)
7. Backlighting hanging banners (size will depend on the booth)
8. Elevated carpet platform / floor to conceal the electrical wirings and connections.
9. Fast and reliable Internet connection for the whole Philippine delegation.
10. Backlighting hanging banners
11. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
12. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
13. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
14. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

Staff complement

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the duration of the fair

Time Frame and Schedule of Work

- Initial booth design should be enclosed upon submission of bid
- Booth set-up and dismantling: Should follow the official event schedule as prescribed by the events organizer

Budget

- The total budget allocation is **Php4,200,000.00 or EUR70,000.00** inclusive of taxes and other fees. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

Evaluation Procedure

- The winning bidder shall be selected not solely based on the amount of bid but the Philippine Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall design of the booth based on this Terms of Reference (TOR)
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

Contact Persons:

Rita Doctor / Celstine Sy
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INSTRUCTIONS TO BIDDERS:

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
2. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).
3. The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	November 24 to December 15, 2017 (8:00 a.m. to 5:00 p.m. Philippine time) December 18, 2017 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
2. Pre-bid Conference (Skype Account Name: dot-bac)	December 4, 2017 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
3. Deadline for Request for Clarification (jaolba@tourism.gov.ph)	December 8, 2017
4. Issuance of Supplemental / Bid Bulletin	December 11, 2017
5. Deadline of Submission and Receipt of Bids	on or before December 18, 2017 until 9:00 a.m. only Philippine time 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	December 18, 2017 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

4. Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4th Floor, DOT Bldg., No. 351, Sen. Gil Puyat Ave., Makati City, Philippines, 1200 (Tel. Nos. [+632] 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City Philippines **or** deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. Bidders are advised to e-mail (jaolba@tourism.gov.ph) a scanned copy of the deposit slip as proof of payment.

7. Bidders are required to submit in sealed envelope seven (7) copies the following:

7.1 For **Foreign Bidders**:

- 7.1.1 Certificate of Registration or license to engage in business issued by relevant government authority;
- 7.1.2 Statement of Bidder's experience (**please refer to Annex A**) relevant to the deliverables in the Terms of Reference in the past two (2) years;
- 7.1.3 Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.4 Bid Security in the form of cash or cashier's/managers check issued by a bank in good standing, payable to the Philippine Department of Tourism in the amount equivalent to **Two Percent (2%) of the ABC – PhP84,000.00 or its equivalent in EURO or** Duly Notarized Bid Securing Declaration (**please refer to Annex B**);
- 7.1.5 Conformity with the Terms of Reference (**please refer to Annex C**);
- 7.1.6 Proposed Booth Design and Layout;
- 7.1.7 Statement by the Bidder or its duly authorized representative (**Duly Notarized Omnibus Sworn Statement – please refer to Annex D**); and
- 7.1.8 Financial Proposal Form (**please refer to Annex E**)

7.2 For **Filipino Bidders**:

- 7.2.1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR;
- 7.2.2 Statement of the prospective bidder of all its ongoing government and private contracts (**please refer to Annex F**), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- 7.2.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last two (2) years (**please refer to Annex G**);
- 7.2.4 The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (**please refer to Annex H**) **or** Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = **PhP420,000.00**; and
- 7.2.5 Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- 7.2.6 The bid security in any of the form below:
 - 7.2.6.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank – **Two Percent (2%) of the ABC – PhP84,000.00; or**
 - 7.2.6.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank - **Two Percent (2%) of the ABC – PhP84,000.00; or**
 - 7.2.6.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – **Five Percent (5%) of the ABC – PhP210,000.00; or**
 - 7.2.6.4 Duly Notarized Bid-Securing Declaration (**please refer to Annex B**)
- 7.2.7 Conformity with the Terms of Reference (**please refer to Annex C**);
- 7.2.8 Duly Notarized Omnibus Sworn statement (**please refer to Annex D**).
- 7.2.9 Financial Bid Form (**please refer to Annex E**).

8. All documents shall be current and updated and translated in English. Any missing document in the above-mentioned requirements is a ground for outright rejection of the bid.

9. In case of foreign bidders, the eligibility requirements or statements, the bids and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.
10. To facilitate the evaluation of the bids, bidders are advised to follow the arrangement of the required documents in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
10. The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.



USEC. KATHERINE S. DE CASTRO
Philippine Department of Tourism
BAC Chairperson