



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5230341
Procuring Entity DEPARTMENT OF TOURISM
Title Booth Contractor (Thailand Travel and Dive Expo 2018)
Area of Delivery Metro Manila

Solicitation Number:	2018-03-0082	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Construction Projects	Date Published	16-Mar-2018
Approved Budget for the Contract:	PHP 676,494.00	Last Updated / Time	16-Mar-2018 00:00 AM
Delivery Period:	1 Month/s	Closing Date / Time	20-Mar-2018 17:00 PM
Client Agency:			
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

PROJECT TITLE

DESIGN AND CONSTRUCTION FOR THE PHILIPPINE BOOTH AT THE THAILAND TRAVEL AND DIVE EXPO (TDEX) 2018

BACKGROUND

- Thailand Travel and Dive Expo (TDEX) is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism.
- The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.
- Office of Product and Market Development (OPMD) - Dive participated in last year's show to network with key industry stakeholders in the Region, and to conduct product presentations and business to business (B2B) meetings.

EVENT DATE VENUE

THAILAND TRAVEL May 10-13, 2018 Queen Sirikit National AND DIVE EXPO (TDEX) 2018 Convention Center, Bangkok

CAPABILITY REQUIREMENTS

- Must have an experience in rendering services at international exhibitions
- Must have the capability to operate in Bangkok, Thailand
- Must be able to get accreditation from Thailand Travel and Dive Expo (TDEX) organizers
- Must be accredited by the Queen Sirikit National Convention Center, Bangkok
- 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 organizers of the dive show, and assemble and install AV equipment and furniture accent pieces for the Philippine booth

PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of a company based in Thailand engaged in the business of designing and constructing booths for travel and consumer fairs for the Philippine Stand at the Thailand Travel and Dive Expo (TDEX).

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

- Generate positive "name recall" of the Dive Philippines brand for the Thailand dive market;
- Create an atmosphere that reflects the Philippines as the "hottest" diving destination in Asia;
- Create a high-impact and interactive booth design to attract and encourage consumer, press and dive travel trade to visit the Philippine booth;
- Provide a highly functional yet visually appealing area for Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other animation activities.

To be able to achieve the above-mentioned objectives, bidders shall submit a proposed design and layout for the aforementioned stand.

SCOPE OF WORK/DELIVERABLES

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

A. Booth design, strictly following the rules and regulations set by the fair organizers.

Booth Details

1. Size: 36 sq.m. (6.00 x 6.00 m.)

2. Layout

- 55" TV that will project dive videos and images in the Philippines
- Should provide individual negotiating tables for each Philippine exhibitor located along the perimeter of the stand (tentatively for 7 exhibitors including a Philippine info counter)
- 1 VIP reception/Lounge area
- A Philippine Information counter should be bigger than the rest of the counters and big enough to be shared with Philippine Airlines)
- Storage area with water dispenser and coffee maker/coffee and tea

3. General stand design theme: DIVE PHILIPPINES

4. Specific stand requirements

- Stand construction inclusive of walls, storage/kitchen, (with lockable lockers) and VIP area
- Printing of appropriate backdrop visuals/ overhead ceiling banners/ interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a dive destination
- Elevated carpeted flooring to cover the electrical wiring and connections
- Philippine Information Counter should have the following: at least 2 high chairs, 55" inch LCD screen, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories
- Individual work stations should have the following: 1 table/counter with lockable storage cabinet, 2 high-chairs, individual electric outlets and adaptors, company signage and table/counter centrepiece. Printing/Production of individual standees / image banners for each participating company (size: 160 cm. X 60 cm. or as maybe appropriate)
- Storage room where Philippine delegation can keep their materials and should have the following: storage shelves, shelves for brochures, mirror, lockable doors and water dispenser (Hot & Cold) with sufficient cups, stirrers, coffee maker/ coffee & tea, trash bins/bags
- VIP reception/Lounge area should have the following: lounge chairs, center table, 55" LCD screen and CD/DVD/USB player, appropriate lighting and accessories
- Furniture should fit the tropical setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, etc.
- All exhibition venue connections (electricity and water, suspensions and permits)
- Fast and reliable internet access / connection
- Sufficient power outlets and lighting
- Other accessories needed to achieve the desired theme

- Daily stand cleaning – before the opening and the closing of the Philippine stand
- Stand construction and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

B. Construction and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers

C. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.

TIME FRAME AND SCHEDULE OF WORK

The contract duration is for a period of one (1) month with the following schedule of work:

April 14 - May 8
Submission of Design
Revisions
Pre-event Coordination

May 9
Set-up of the Philippine booth at TDEX
(or according to the official event schedule)

May 10-13
TDEX Show proper (Stand maintenance)

May 14
Stand dismantling
(or according to the official event schedule)

BUDGET

Total Budget allocation for the Philippine booth is US\$13,000.00/ PHP 676,494.00 inclusive of taxes and other applicable fees. Financial proposal should allow for 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 package cost, provided that the amount of bid does not exceed the above total budget.

Contact persons:
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Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & 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 Bid: March 20, 2018 5:00 pm

Created by Maria Alma O Almazan
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