

Date: January 4, 2023

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (ONE)	LOT	<b>BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING FOR DOT-NCR AT THE MINDANAO TOURISM EXPO 2023</b>	
		<b>Project Name : MINDANAO TOURISM EXPO 2023</b>	
		<p><b>BRIEF BACKGROUND:</b></p> <p>The MTEx Davao will be held at the Function Hall 1, SMX Convention Center Davao, SM Lanang Premier, Davao City. Carrying the theme, “Sustaining the Colors of Mindanao”, the event hopes to promote Mindanao as a safe and fun destination by highlighting one region each time, engaging stakeholders, guaranteeing simultaneous and secure reopening along the value chain; and capitalizing on tourism opportunities.</p>	
		<p><b>OBJECTIVES :</b></p> <ol style="list-style-type: none"> <li>1. To support domestic tourism restart by participating in the travel fair</li> <li>2. To promote Metro Manila and establish new business networks in Mindanao</li> <li>3. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital</li> <li>4. To familiarize the region’s tourism stakeholders with other regional attractions and tour offerings</li> </ol>	
		<b>SCOPE OF WORK/DELIVERABLES</b>	
		<p><b>a. Booth design, installation, maintenance, and dismantling strictly following DOT Region XI and organizers' rules and regulations.</b></p> <p>Booth Details: 6m X 4m  Dimension: 24 sqm  Booth Nos. 39, 40, 41, 42  *See layout</p> <p>All rules and regulations mentioned in the Mindanao Tourism Expo 2023 are understood to form part of the Terms of Reference.</p> <p>Note: Winning Bidder TO PROVIDE AT LEAST TWO (2) PROPOSED BOOTH DESIGNS subject to modifications of the selected design if warranted.</p> <p><b>b. Layout</b></p> <p>Corner booth set-up with two sides open (front and the other side)</p> <p><b>c. General Stand Design Theme: MODERN INDUSTRIAL DESIGN WITH LOFT</b></p> <p><b>d. Specific Stand Requirements</b></p> <p>Ground Floor:</p> <ul style="list-style-type: none"> <li>- Design should have a ground floor with a stair leading to a loft/2<sup>nd</sup> floor deck</li> <li>- 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)</li> <li>- Bar height table by the photo wall that can double up as food station</li> </ul>	

		<ul style="list-style-type: none"> <li>- 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</li> <li>- Outer side wall should be highlighted by Metro Manila’s iconic attractions</li> <li>- Main counter near the stairs should be separated by an acrylic wall for two invited private tour operators selling Metro Manila tour packages</li> <li>- All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules</li> <li>- Three bar stools for the main information counter</li> <li>- Two bar stools for the private sector counter</li> <li>- Main three-seater sofa and two one-seater sofa located at the ground floor with center table (based on industrial look)</li> <li>- 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</li> <li>- Lockable cabinet and shelves in the storage area with locks for valuables;</li> <li>- 42” LED TV with USB outlet for promotional videos of NCR located at the outside wall of the storage area;</li> <li>- Creative design and brochure rack for main info counter;</li> <li>- Appropriate Company name signage placed in strategic location of the booth</li> <li>- Carpeted flooring to cover the electrical wiring and connections; should complement the background</li> <li>- Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time)</li> <li>- Adequate lighting;</li> <li>- Provision for hot and cold water dispenser with water refill during the duration of the event</li> <li>- Stanchion should be provided to control entry to the loft</li> <li>- One (1) standard-sized fish bowl for raffle entries</li> <li>- Daily stand maintenance and cleaning for the duration of the event</li> <li>- Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR</li> <li>- Floral arrangements should be provided in the main counter, center tables in both ground and upper floor</li> <li>- Extension power outlets should be provided</li> </ul> <p>LOFT:</p> <ul style="list-style-type: none"> <li>- Loft should contain a sofa set ideal for 5 persons with center table and small rectangular table for coffee, tea and snacks service</li> <li>- One side should be left open with colorful railings</li> <li>- Should have two power outlets (3-gangs each)</li> </ul> <p>e. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;</p> <p>f. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;</p> <p>g. Must abide by the Organizer’s show rules and regulations;</p> <p>h. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth</p>	
		<p><b>PROJECT IMPLEMENTATION/SCHEDULE</b></p> <p>Event date: January 27 – 29, 2022  Location: SMX Center Convention Center Davao, SM Lanang Premier, Davao City  Tentative Ingress: January 25 – 26, 2022  <b>*Booth must be in full set-up and ready by January 27, 2022 at 6 AM</b>  Tentative Egress: January 29 (Midnight) – January 30, 2022</p>	

		Final dates and exact schedule and time will be subject for finalization of the Event Organizer, the Official Contractor, and Expo Group. Winning Bidder must be amenable on all the above mentioned dates.	
		<p><b>QUALIFICATION OF THE BIDDER</b></p> <ol style="list-style-type: none"> <li>1. Must be a duly-registered Philippine company engaged in the business as a Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation.</li> <li>2. Must be in operation for at least three (3) years.</li> <li>3. Must have implemented or participated as a booth contractor/designer or event organizer in at least two (2) trade or consumer shows with international participation or audience</li> </ol>	
		<p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Submit a list of groups/clients and national and international events participated in or handled in the last three (3) years;</li> <li>2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group;</li> <li>3. The bid price must be net of taxes and 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</li> </ol>	
		<p align="center"><b>APPROVED BUDGET FOR THE CONTRACT</b>  <b>PHP 963,200.00</b>  <b>Pesos: Nine Hundred Sixty Three Thousand Two Hundred</b>  <i>inclusive of taxes and is subject to appropriate government taxes.</i></p>	
		<p><b>Documentary Requirements to be submitted:</b></p> <ol style="list-style-type: none"> <li>1. Valid Mayor's/Business Permit;</li> <li>2. PhilGEPS Platinum Certificate;</li> <li>3. Annual Income/Business Tax Return;</li> <li>4. Duly notarized original and certified true copy of Omnibus Sworn Statement;</li> </ol>	
		<p><b>Contact Persons:</b>  <b>MR. ERNIE TESTON</b>  Head, PMDU  <a href="mailto:ernieteston@tourism.gov.ph">ernieteston@tourism.gov.ph</a></p> <p><b>MS. COLLINS KARLA E TELMO</b>  cetelmo@tourism.gov.ph</p> <p>Contact number: 84595200 local 223</p>	
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) original sets</u> IN A <b>SEALED ENVELOPE</b> to this office address:</p> <p>DOT NCR BAC SECRETARIAT  Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		Note: Deadline of submission is on <b>January 11, 2023 @ 10:00 am</b>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.  
Thank you.

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**PRINT NAME OF DEALER/SUPPLIER**

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**ADDRESS OF DEALER/SUPPLIER**

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**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

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**LANDBANK ACCOUNT NUMBER**

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**AUTHORIZED SIGNATURE OVER PRINT NAME**

NCR-ADMIN-PMD-004-00