



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9399559
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title Services of a Contractor for the Booth Design, Set-up and Dismantling of the DOT MIMAROPA Pavilion for the Travel Tour Expo 2023
Area of Delivery Metro Manila

Solicitation Number:	2023-01-03	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Events Management	Date Published	12/01/2023
Approved Budget for the Contract:	PHP 179,000.00	Last Updated / Time	11/01/2023 11:09 AM
Delivery Period:	5 Day/s	Closing Date / Time	16/01/2023 17:00 PM
Client Agency:			
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com		

Description

IMPLEMENTATION: February 3 - 5, 2023

MINIMUM REQUIREMENTS:

1. Must have experience working on the travel and trade fair and/or other similar events.
2. Must be able to provide samples of previous work.
3. Must be able to provide services on a Send-Bill Arrangement.
4. Must have PhilGEPS Registration

SCOPE OF WORK/DELIVERABLES:

BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the TravelTour Expo 2023.
- Facilitate Ingress and Egress proceedings, as well as forms and permits needed to conduct smooth installation of the booth.
- Maintenance of the booth for the duration of the event.
- Provision of personnel who could handle and troubleshoot problems in the booth.
- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
- Sample Festive / Festival Design of Booth
- All design and landscaping materials and procedures for a Nine square meters by Four square meters (36 sq.m.) pavilion
- Rent of 6 (Information Counter) Tables and 18 (Folding) Chairs

- Rent of 5 brochure racks
- 2 Dry Waste bin
- Water Dispenser for 3 days with 2 gallons/day
- Free Flowing Coffee for 3 days
- Storage space
- All labor-related expenses
- All other expenses necessary for the construction of the booth

DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Duly notarized Omnibus Sworn Statement
4. Proposed Design for the Booth
5. Portfolio of previous work experience (e.g. photos, certificates, etc.)

The winning bid 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 Person:

Mr. Reynaldo P. Gabriel Jr.
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Created by Faye Angeli Argamosa Reyes

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