



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9737998
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services for the Set-Up, and Dismantling of the Philippine Booth at the Thailand Dive Expo 2023

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2023-05-294	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	2
Category:	Services	Date Published	10/05/2023
Approved Budget for the Contract:	PHP 999,999.00	Last Updated / Time	10/05/2023 00:00 AM
Delivery Period:		Closing Date / Time	15/05/2023 10:30 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

PROJECT TITLE : Set-Up, and Dismantling of the Philippine Booth at the Thailand Dive Expo 2023

PROJECT DATE : May 18 to 21, 2023

BACKGROUND

The Thailand Travel and Dive Expo 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.

OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company engaged in the business of constructing

booths for travel and consumer fairs for the Philippine booth at the Thailand Dive Expo (TDEX).
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.

MINIMUM REQUIREMENTS

Must have experience in rendering services at international exhibitions;
Must have handled similar projects/requirements in the past, particularly expo or exhibition events in Thailand;
Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism;
Must have the capability to operate in Bangkok, Thailand;
Must handle and coordinate with the Organizer the Damage Insurance Fee;
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 for the dive show, and assemble and install audio-visual (AV) equipment and furniture accent pieces for the Philippine booth;
Must be able to submit proposed design of the Philippine Booth on the deadline of submission of bids. Quality of submitted proposal will be taken into consideration before awarding the winning bid; and
Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS).

SCOPE OF WORK AND DELIVERABLES

Booth Size and Location

Date : May 18 to 21, 2023 (TDEX 2023 Show Proper)
Venue : Queen Sirikit National Convention Center
Booth Space : 54 sq.m. (9.00 x 6.00 m)

The Following Specifications must be applied in the DOT booth:

One (1) Philippine information counter on strategic side of the stand with graphic work (official DOT logos and key visuals) in appropriate high print quality, with three (3) bar stools, electrical outlets for laptops/tablets. Counter must also be equipped with lockable storage intended for promotional and information materials;
Provision of ten (10) information counter for each private sector participant along the perimeter of and within the Philippine Booth with company/stakeholders signage/logo, at least two (2) chairs, electrical outlet with at least two (2) sockets for charging, and lockable storage intended for exhibitors' promotional and information materials and personal belongings;
One (1) VIP Reception Area/Lounge featuring tropical-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;
One (1) mobile bar area that can serve free-flowing coffee and hot and cold water dispenser with ample supply of water for the duration of the expo;
Trash bins with ample supply of trash bags for the duration of the event.
Must be able to submit design for the booth and must allow the end-user to request for revision until the design is approved;
Daily stand cleaning and disinfection of the Philippine stand – before the opening, closing, and as needed;
Stand set-up 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;
Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizer;
Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizer;
Must cover the damage insurance fee
The following specifications must be applied in the Philippine Booth:
General stand design theme: DIVE PHILIPPINES;
Graphics (underwater photos) to be provided by the end user; and
Rental and installation of one (1) unit of 55' LED TV with USB connection capability.

TIME FRAME AND SCHEDULE OF WORK

BUDGET

Total Budget allocation for the Philippine Booth is at SEVENTEEN THOUSAND EIGHT HUNDRED FIFTY-SEVEN US DOLLARS (\$17,857.00) or NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY-NINE PESOS (PHP 999,999.00) inclusive of taxes and other applicable fees. Financial proposal should allow 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 and design package cost, provided that the bid amount does not exceed the above total budget.

PAYMENT TERMS

Send bill arrangement, government terms

CONTACT PERSON

Contact Person : Katherine D. Patawaran
Office : Office of Product and Market Development
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Email Address : kpatawaran@tourism.gov.ph

APPROVED BY:

PAULO BENITO S. TUGBANG, M.D.
Director, Office of Product and Market Development

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-05-294

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 15 May 2023 at 10:30 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

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