

DEPARTMENT OF TOURISM
National Capital Region
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Date: June 7, 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	BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING FOR DOT-NCR AT THE CENTRAL PHILIPPINES TOURISM EXPO	
		Project Name : CENTRAL PHILIPPINES TOURISM EXPO	
		<p>BRIEF BACKGROUND:</p> <p>The Department of Tourism - National Capital Region is set to participate in the forthcoming Central Philippines Tourism Expo (CPTEx) on June 16-18, 2023 at the Iloilo Convention Center (ICON), Iloilo City. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx is set to highlight tourism products and services of the regions of Central Philippines from its world-class festivals, to diverse food and gastronomy, as well as its breathtaking attractions.</p> <p>DOT NCR will be availing booth space and construct a visual and interactive booth that will showcase destinations in Metro Manila and its flagship tourism product – the Hop On Hop Off – Travel By The Hubs. The DOT NCR also intends the booth to be interactive to fully engage to the expo goers and potentially inviting tourists to Metro Manila. DOT NCR staff will be manning the booths and facilitate trivial questions, activities, regional food tasting- thus will be procuring tokens, some giveaways and regional food sampling.</p>	
		<p>OBJECTIVES :</p> <ol style="list-style-type: none"> 1. To support domestic tourism recovery by participating in the travel fair 2. To promote Metro Manila and establish new business networks 3. To advertise and boost the recently launched Hop-On Hop-Off Travel by the Hubs Project of the DOT-NCR 4. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital. 	
		SCOPE OF WORK/DELIVERABLES	
		<p>a. Booth design, installation, maintenance, and dismantling strictly following the CPTEx organizers' rules and regulations.</p> <p>Booth Details: 6m X 4m Island Booth Dimension: 24 sqm Booth No. CP 6 *See layout</p> <div style="text-align: center;"> <p>BOOTH LAYOUT/ AVAILABILITY Booth Numbers in RED are Reserved/Booked as of May 22, 2023.</p> </div> <p>All rules and regulations mentioned in the Central Philippines Tourism Expo are understood to form part of the Terms of Reference.</p>	

Note: Winning Bidder TO PROVIDE AT LEAST TWO (2) PROPOSED BOOTH DESIGNS subject to modifications of the selected design if warranted.

- b. Layout**
Corner booth set-up with two sides open (front and the opposite side)
- c. General Stand Design Theme: HOP-ON HOP-OFF TRAVEL BY THE HUBS BUS LAYOUT**
- d. Specific Stand Requirements**
 - Main Entrance Design should be a mock layout of the bus exterior of the Hop-On Hop-Off Travel By the Hubs
 - There should be a "HOP ON HOP OFF" logo at the top of the main entrance
 - Other entrance (opposite side) should have a layout featuring the hubs of the Hop-On Hop-Off (layout to be provided by the DOT-NCR)
 - Three hubs will be placed at the right, and the remaining at the left side; entrance area will be at the center
 - One (1) main information counter for DOT-NCR with DOT – National Capital Region logo on the front, to be placed after the entrance of the booth
 - All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules
 - Two bar stools for the main information counter
 - Main three-seater sofa and two one-seater sofa located at the side of the booth where the TV is located (based on bus theme and color palette)
 - One (1) small coffee table to be placed at the center of sofa
 - One (1) storage area with built-in 2-layer shelves, wall hanger with ten (10) hooks for bags
 - Lockable cabinet and shelves in the storage area with locks for valuables;
 - 42" LED TV with USB outlet for Hop-On Hop-Off promotional videos of NCR located at the outside wall of the storage area;
 - Brochure rack for main info counter;
 - Carpeted flooring to cover the electrical wiring and connections; should complement the background
 - Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time with unlimited data for the whole duration of the exhibit)
 - Adequate lighting;
 - Provision for hot and cold water dispenser with water refill during the duration of the event
 - Stanchion should be provided to control entry to the booth area
 - One (1) standard-sized fish bowl for raffle entries
 - Daily stand maintenance and cleaning for the duration of the event
 - Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR
 - Floral arrangements and plants should be provided in the main counter
 - Extension power outlets should be provided withink several locations in the booth
- e. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;**
- f. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;**
- g. Must abide by the Organizer's show rules and regulations;**
- h. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth**

		<p align="center">PROJECT IMPLEMENTATION/SCHEDULE</p> <table border="1"> <tr> <td>Ingress:</td> <td>June 15, 2023</td> </tr> <tr> <td>Exhibition Date:</td> <td>June 16-18, 2023</td> </tr> <tr> <td>Egress:</td> <td>Night of June 18, 2023</td> </tr> </table>	Ingress:	June 15, 2023	Exhibition Date:	June 16-18, 2023	Egress:	Night of June 18, 2023	
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		<p>QUALIFICATION OF THE BIDDER</p> <ol style="list-style-type: none"> 1. Must be a duly-registered Philippine company engaged in the business as an EMC, PMC, and Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation. 2. Must be based in any province in Region 6. 3. Must submit a project portfolio of previous projects. 							
		<p>OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Submit a list or project portfolio of catered groups/clients and national or international events participated in or handled in the last five (3) years; 2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group. 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 4. Must be willing to engage in a send-bill-arrangement 							
		<p>APPROVED BUDGET FOR THE CONTRACT PHP 350,000.00 (PESOS: THREE HUNDRED FIFTY THOUSAND) <i>inclusive of taxes and is subject to appropriate government taxes.</i></p>							
		<p>Documentary Requirements to be submitted:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit; 2. PhilGEPS Registration No.; 3. Duly notarized original and certified true copy of Omnibus Sworn Statement; 4. List or project portfolio of catered groups/clients and national or international events participated in or handled in the last five (3) years; 							
		<p>Contact Persons: ERNESTO S. TESTON ernieteston@tourism.gov.ph / 459-5200 local 223</p> <p>JENNY ANNE PAUL D. GATUS jdgatus@tourism.gov.ph / 459-5200 local 223</p> <p>COLLINS KARLA E. TELMO cetelmo@tourism.gov.ph / 459-5200 local 223</p> <p>KENNETH BRIAN E. QUIAMBAO kequiambao@tourism.gov.ph / 459-5200 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 SEALED ENVELOPE 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 June 13, 2023 @ 8:00 am							

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.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00