



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10143440  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Service Provider for the Installation, Maintenance and Dismantling of the (Philippine) Booth at the CAPA Asia Aviation Summit on 02-04 November 2023 in Kuala Lumpur, Malaysia

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-09-611	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	5
<b>Category:</b>	Events Management	<b>Date Published</b>	19/09/2023
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00	<b>Last Updated / Time</b>	19/09/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	26/09/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

##### TERMS OF REFERENCE

- I. BIDDER : Booth Installation, Maintenance, and Dismantling of the Philippine Booth at the CAPA  
 II. PROJECT TITLE : CAPA Asia Aviation Summit 2-3 November 2023 in Kuala Lumpur,

##### III. OBJECTIVE :

In consonance with the strategic direction of the NTDP, the Department's participation in CAPA 2023 aims to achieve the following:

- Promote Philippine international gateways to the decision makers of some of the largest airline operators in Asia;
- Meet key aviation stakeholders from foreign carriers in the ASEAN region to discuss route development opportunities on a one-on-one basis; and

##### IV. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be a local or an international contractor/builder who can do the service in Malaysia
- If a local contractor, must be able to submit a bid that will assume the cost of

##### V. SCOPE OF WORK/DELIVERABLES

A. Booth that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to set up the stand.

**Booth Details**

1. Size 12 sq. meters/island stand or 3 sides open (6m x 2m)

2. Layout - materials for rental only. Must be Filipino-inspired materials (wood/rattan/woven fabric)

- (1) Information counter with lockable cabinets
- (1) high swivel chair
- (1) Brochure stand
- (1) coffee/tea station with lockable cabinet
- (1) hot/cold water dispenser
- (1) trash bin
- (6) outdoor lounge chair (rattan)
- (2) round table – sits 3 chairs
- (1) unit of 55" LED TV with USB connection capability.
- (3) Potted indoor plants and/or fresh flowers

3. Booth graphics: Philippine destination photos

4. Specific stand requirements

• One (1) Philippine information counter on the 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.

• One (1) lighted overhead Philippines text signage

• Provision of information counters 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 Filipino-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.

• 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;

• Damage insurance fee.

**VI. TIME FRAME AND SCHEDULE OF WORK**

The contract duration is a period of four (4) days with the following schedule of work:

- 2 November Ingress (or according to official event schedule)
- 3-4 November Stand maintenance / Event Proper
- 4-5 November Egress (or according to official event schedule)

**VII. QUOTATION**

Total costing for the Philippine booth is amounting to One Million Pesos (PhP 1,000,000.00) inclusive of government taxes and other applicable charges.. The proposals should allow for modifications in stand and layout according to the needs and requirements of the end user without additional cost to the Department.

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

**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. 2023-09-611

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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](mailto:nplucman@tourism.gov.ph) on or before 26 September 12:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 18/09/2023

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