

DEPARTMENT OF TOURISM
National Capital Region
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Date: November 15, 2023

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (One)	Lot	BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING FOR DOT-NCR REGIONAL BOOTH AT THE NORTH LUZON TRAVEL EXPO 2023 ON NOVEMBER 25-27, 2023 AT BAGUIO CITY	
		PROJECT NAME : NORTH LUZON TRAVEL EXPO 2024	
		<p>I. BACKGROUND</p> <p>The Department of Tourism-National Capital Region has been invited to participate in the 1st North Luzon Travel Fair slated on November 25-27, 2023 at the CAP Convention Center, Camp John Hay, Baguio City. The three-day event is a tourist expo designed to bring together national tourism players, with an emphasis on exhibiting North Luzon's tourism offerings. It will act as a venue for opportunities, exhibiting the newest products and developments in travel, and encouraging cooperation between tourism stakeholders.</p>	
		<p>II. 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 in the Capital 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 4. To familiarize the region's tourism stakeholders with other regional attractions and tour offerings 	
		<p>III. SCOPE OF WORK/DELIVERABLES:</p>	
		<p>a. Booth design, installation, maintenance, and dismantling strictly following PTAA rules and regulations.</p> <p>Booth Details: 4m X 3m (2 (two) 2m X 3m booths) Booth Nos: B15 AND B16 *See layout</p> <p>All rules and regulations mentioned in the NLTE Manual 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. Layout</p> <p>Open design on three sides with line-up of walls containing 17 local govt units of Metro Manila</p> <p>c. General Stand Design Theme: MODERN 'HOP-ON HOP-OFF' DESIGN</p> <p>The design should be a modern booth showcasing the Philippines' Hop On Hop Off, DOT-NCR's latest product. The booth must have a visual image of the bus and available routes. Booth must have 2 or more open sides and with photo walls.</p> <p>d. Specific Stand Requirements</p> <ul style="list-style-type: none"> - Photo walls that features the Hop On Hop Off Bus, Manila and Makati Routes; - Bar height table that can double up as food station covered in modern design acrylic - One (1) main information counter for DOT-NCR with DOT – National Capital Region logo on the front - Three bar stools for the main information counter 	

		<ul style="list-style-type: none"> - All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules - Modern three-seater sofa and modern two one-seater sofa located at the rear side of the floor with center table - 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 - Lockable cabinet and shelves in the storage area with locks for valuables; - 42” LED TV with USB outlet for promotional videos of NCR - Creative design and brochure rack for main info counter; - Appropriate Company name signage placed in strategic location of the booth with PH HOHO and DOT-NCR Logo positioned in all photos and in the main booth signage - 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) - 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 certain areas of the booth - 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 should be provided in the main counter - Provision for power outlets (3-gangs each) in strategic locations - Provision of 2 Waste baskets <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>PROJECT IMPLEMENTATION/SCHEDULE</p> <p>Event date: November 25-27, 2023 Location: CAP Convention Center, Camp John Hay, Baguio City Tentative Ingress: November 23 – 24, 2023 *Booth must be in full set-up and ready by November 24 at 3 PM Tentative Egress: November 27 (9 pm onwards) – November 28, 2023 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>	
		<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 a Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation. 2. Must be in operation for at least three (3) years. 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 <p>OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Submit a list of groups/clients and national and international events participated in or handled in the last three (3) years; 	

		2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.	
		<p>Approved Budget For the Contract (ABC) : PhP 350,000.00 PESOS : THREE HUNDRED FIFTY THOUSAND ONLY</p> <p><i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/ and other applicable taxes and charges net</i></p> <p>The bid price 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.</p>	
		<p>TERMS OF PAYMENT</p> <p>100% billing after delivery of services via send bill arrangement and certification from the project officer of goods and services rendered.</p>	
		<p>DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:</p> <ol style="list-style-type: none"> 1. Valid Mayor's/Business Permit 2. PHILGEPS Registration 3. Duly notarized Omnibus Sworn Statement 4. Other documents as stated above 	
		<p>CONTACT PERSON/S:</p> <p>MS. MAY MENDOZA-RAMOS - mmramos@tourism.gov.ph. MS. JENNY ANNE PAUL D. GATUS jdgatus@tourism.gov.ph</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 three (3) original sets 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 November 20, 2023 at 8:00am	

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