

# PURCHASE ORDER

**DEPARTMENT OF TOURISM - National Capital Region**

<b>Supplier</b> <u>BECONCEPT DESIGN</u>  <b>Address</b> Purok Magsasaka, Brgy. Irawan, Puerto Princesa, Palawan.  <b>Telephone</b> 0919-996-4100	<b>P. O. No.</b> NCR-24-060  <b>Date</b> July 15, 2024 <b>Mode of Procurement :</b> <b>NP 53.9 - Small Value Procurement</b>
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**Gentlemen :**  
Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b> Puerto Princesa City, Palawan  <b>Date of Delivery :</b> Ingress : July 18, 2024 Egress : Night of June 21, 2024	<b>Delivery Term :</b> Four (4) days  <b>Payment Term :</b> <b>Government Procedure</b>
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Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (One)	<p style="text-align: center;"><b>BOOTH DESIGN, INSTALLATION, MAINTENANCE AND DISMANTLING</b></p> <p style="text-align: center;"><b>PROJECT NAME : 2ND CENTRAL PHILIPPINES TRAVEL EXPO</b></p> <p><b>I. BRIEF BACKGROUND :</b> After the successful conduct of the 1st Central Philippines Tourism Expo last June 16-18, 2023, at the Iloilo Convention Center (ICON), Iloilo City, The Department of Tourism - National Capital Region is set to participate in the 2nd edition of the Central Philippines Tourism Expo (CPTEx) with the theme "The Center for Philippine Tourism Sustainability and Conservation" on July 18-24, 2024 at SM Puerto Princesa City, Palawan. Organized by the CALARBAZON, MIMAROPA, Bicol, Western, Central, and Eastern Visayas Regions, the CPTEx gathers the regions together to showcase the rich culture, natural wonders, and tourism assets through the 3-day travel trade exposition. The DOT MIMAROPA, as the host region, has prepared pockets of activities as part of the event.</p> <p><b>III. SCOPE OF WORK / DELIVERABLES :</b></p> <p><b>A. Booth design, installation, maintenance, and dismantling strictly following the CPTEx organizers' rules and regulations.</b></p> <p>Booth Details : 2m X 4m Booth Dimension : 8 sqm Booth No. UG 4 – UG 5 <i>*See layout</i></p> <p>All rules and regulations mentioned in the Central Philippines Tourism Expo are understood to form part of the Terms of Reference.</p> <p><b>B. Layout</b> <i>Corner booth set-up with four sides open for design application</i></p> <p><b>C. General Stand Design Theme: HOP-ON HOP-OFF TRAVEL BY THE HUBS BUS LAYOUT</b></p> <p><b>D. Specific Stand Requirements</b></p> <ul style="list-style-type: none"> <li>- Main Entrance Design should be a mock layout of the bus exterior of the Hop-On Hop-Off Travel By the Hubs</li> <li>- There should be a "Hop On Hop Off" logo at the top of the main entrance resembling the bus side view (see sample)</li> <li>- Opposite side should have a layout featuring the hubs of the Hop-On Hop-Off (layout to be provided by the DOT-NCR)</li> <li>- 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</li> <li>- All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules</li> <li>- Two bar stools for the main information counter</li> <li>- Lockable cabinet and shelves in the storage area with locks for valuables;</li> <li>- Brochure rack for main info counter;</li> <li>- Carpeted flooring to cover the electrical wiring and connections; should complement the background</li> <li>- Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time with unlimited data for the whole duration of the exhibit)</li> <li>- Adequate lighting;</li> <li>- Provision for hot and cold water dispenser with water refill during the duration of the event</li> <li>- Stanchion should be provided to control entry to the booth area</li> <li>- One (1) standard-sized fish bowl for raffle entries</li> <li>- Daily stand maintenance and cleaning for the duration of the event</li> <li>- Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR</li> <li>- Floral arrangements and plants should be provided in the main counter</li> <li>- Extension power outlets should be provided within several locations in the booth</li> </ul> <p><b>e. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;</b></p> <p><b>f. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;</b></p> <p><b>g. Must abide by the Organizer's show rules and regulations;</b></p> <p><b>h. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth</b></p>		<b>98,000.00</b>

**PROJECT IMPLEMENTATION/SCHEDULE**

Ingress:	July 18, 2024
Exhibition Date:	June 19-21, 2024
Egress:	Night of June 21, 2024

**QUALIFICATION OF THE BIDDER**

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 submit a project portfolio of previous projects.
3. Submit a list of project portfolio of catered groups/clients and national or international events participated in or handled in the last five (5) years.
4. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.

Approved Budget for the Contract (ABC):  
**Php 100,000.00**

**Penos : One Hundred Thousand Only**

\*Inclusive of all approved items. STATE GOVERNMENT shall be charge and other applicable taxes and charges not upon completion of the project and delivery of all requirements as agreed upon.  
Government purchase not subject to appropriate government taxes

-----nothing follows-----

(Total Amount in Words)

**Pesos : NINETY-EIGHT THOUSAND ONLY**  
*(inclusive of all applicable government taxes)*

**98,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

  
**SHARLENE ZABALA-BATIN**

Regional Director, NCR Regional Office

Conforme :

  
**Maria Bernadette Martha Salcedo**

Signature over printed name

7/17/24

Date

Funds Available :

  
**MARIA VICTORIA S. RODRIGO**

Acting Accountant

Amount :

P 98,000.00

ALOBS No.

24-06-0324