

# PURCHASE ORDER

## DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	NCR-24-065	<b>P. O. No.</b>
<b>Address</b>	August 22, 2024	<b>Date</b>
<b>Telephone</b>	<b>Mode of Procurement :</b>	<b>NP 53.9 - Small Value Procurement</b>

**DC8 MARKETING SERVICES**

14J Capas Road Veterans Village  
Brgy. Holy Spirit Dist.2 Quezon City

0906-338-1614

**Gentlemen :**

Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b>	<b>Delivery Term :</b>	<b>Government Procedure</b>
SMX Convention Center, Pasay City	Six (6) days	
<b>Date of Delivery :</b>		
September 4-9, 2024		

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><b>PROJECT NAME: DOT-NCR'S PARTICIPATION TO THE 35th PHILIPPINE TRAVEL MART</b></p> <p><b>III. SCOPE OF WORK / DELIVERABLES</b></p> <p><b>Delivery Date :</b> September 4-9, 2024 <b>Area :</b> SMX Convention Center, Pasay City</p> <p><b>a. Booth design, installation, maintenance, and dismantling strictly following PTM rules and regulations.</b></p> <p>Booth Details: 9 m x 6m Dimension: 54 sqm Booth Nos: K11 *See layout</p> <p>All rules and regulations mentioned in the PTM Manual are understood to form part of the Terms of Reference.</p> <p><b>Note:</b> Winning Bidder TO PROVIDE AT LEAST ONE (1) PROPOSED BOOTH DESIGN subject to modifications and revisions of the selected design if warranted.</p> <p><b>b. Layout</b> Open design on all sides with circular/curved photowalls and lounge area</p> <p><b>c. General Stand Design Theme: MODERN BUSINESS-INSPIRED DESIGN</b> The design should reflect an ultra-modern booth showcasing Metro Manila as the business capital of the country.</p> <p><b>d. Specific Stand Requirements</b></p> <ul style="list-style-type: none"> <li>• Whole booth must have four distinct quadrants;</li> <li>• 1st quadrant must have a 2 counters with cabinets and 2 bar stools each counter (1 liquor brand, and 1 ice cream brand with consideration to voltage of freezer);</li> <li>• 2nd quadrant must have 2 counters with 2 bar stools each counter (1 Marikina shoe brand, 1 dried fish brand);</li> <li>• 3rd quadrant must have 3 counters (for Travel Agencies) with 1 stool each counter;</li> <li>• 4th quadrant must have 1 main information counter for DOT NCR with 4 stools; 1 counter for Hop On Hop Off Desk with 2 stools;</li> <li>• The Middle part must have circular or curved photowalls of iconic destinations of Metro Manila and its regional products, must have visible signage "Metro Manila" on 1 side, and "National Capital Region" on the opposite side. Cur out of iconic monuments, buildings, structure must be above the circular photowalls and behind the signage;</li> <li>• Middle part of the booth must be a lounge area consisting of circular sofas (if applicable) or modern sofas, coffee table, water dispenser and small table for booth refreshments;</li> <li>• All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules, all counters will be covered in sintra board by a layout by their respective companies;</li> <li>• One (1) storage area with 2-layer shelves on top, wall hanger with ten (10) hooks for bags with lock;</li> <li>• 42" LED TV with USB outlet for promotional videos of NCR;</li> <li>• Carpeted flooring to cover the electrical wiring and connections; should complement the background;</li> <li>• Adequate lighting;</li> <li>• Provision for hot and cold water dispenser with water refill during the duration of the event;</li> <li>• Sanction should be provided to control entry to certain areas of the booth;</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>• Plants should be provided in the main counter and other strategic parts of the booth;</li> <li>• Provision of 4 Waste baskets.</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> <p style="text-align: center;"><b>PROJECT IMPLEMENTATION/SCHEDULE</b></p> <p>Event date: September 6-8, 2024 Location: SMX Center Convention Center Pasay City Tentative Ingress: September 4-5, 2024</p> <p><b>*Booth must be in full set-up and ready by September 5, 2024 at 6 PM</b> Tentative Egress: September 8, 2024 (9 pm onwards) – September 9, 2024 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><b>QUALIFICATION OF THE BIDDER</b></p> <ol style="list-style-type: none"> <li>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..</li> <li>2. Must be in operation for at least three (3) years;</li> <li>3. Must have implemented or participated as a booth contractor/designer or event organizer in at least two (2) trade or consumer shows.</li> </ol>		650,000.00

**OTHER REQUIREMENTS**

1. Submit a list of groups/clients and national and international events participated in or handed 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.

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**( P670,000.00 )**


**SIX HUNDRED SEVENTY THOUSAND PESOS ONLY**  
*\* inclusive of all applicable taxes, EVAT/VAT, government taxes/service charge/and other taxes and fees, net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes*

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

(Total Amount in Words) **Pesos : SIX HUNDRED FIFTY THOUSAND ONLY**  
*(inclusive of all applicable government taxes)* **650,000.00**

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.

**Conforme :**

  
\_\_\_\_\_  
Signature over-printed name

  
\_\_\_\_\_  
Date

**Funds Available :**

\_\_\_\_\_  
**MARIA VICTORIA S. RODRIGO**  
Acting Accountant

Very truly yours,

  
**SHANLENE ZABALA-BATTIN**

Regional Director, NCR Regional Office

**Amount :** P 650,000.00

**ALOBS No.** 24-09-0394