

**DEPARTMENT OF TOURISM**  
National Capital Region  
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Email: dotncr.bac@tourism.gov.ph

Date: July 10, 2024

GENTLEMEN:

**REQUEST FOR QUOTATION**

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		<b>BOOTH DESIGN, INSTALLATION, MAINTENANCE AND DISMANTLING</b>	
1 (One)	Lot	<b>PROJECT NAME : 2ND CENTRAL PHILIPPINES TRAVEL EXPO</b>	
		<p><b>I. BRIEF BACKGROUND :</b></p> <p>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 assts 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>II. OBJECTIVES:</b></p> <ol style="list-style-type: none"> <li>1. To support domestic tourism recovery by participating in the travel fair</li> <li>2. To promote Metro Manila and establish new business networks</li> <li>3. To advertise and boost the recently launched Hop-On Hop-Off Travel by the Hubs Project of the DOT-NCR</li> <li>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.</li> </ol>	
		<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></p> <p><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>- <i>Main Entrance Design should be a mock layout of the bus exterior of the Hop-On Hop-Off Travel By the Hubs</i></li> <li>- <i>There should be a "Hop On Hop Off logo at the top of the main entrance resembling the bus side view (see sample</i></li> <li>- <i>Opposite side) should have a layout featuring the hubs of the Hop-On Hop-Off (layout to be provided by the DOT-NCR)</i></li> <li>- <i>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</i></li> <li>- <i>All counters should have lockable storage and electrical outlets for</i></li> </ul>	

		<p><i>laptops/tablets and tabletop display modules</i></p> <ul style="list-style-type: none"> <li>- <i>Two bar stools for the main information counter</i></li> <li>- <i>Lockable cabinet and shelves in the storage area with locks for valuables;</i></li> <li>- <i>Brochure rack for main info counter;</i></li> <li>- <i>Carpeted flooring to cover the electrical wiring and connections; should complement the background</i></li> <li>- <i>Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time with unlimited data for the whole duration of the exhibit)</i></li> <li>- <i>Adequate lighting;</i></li> <li>- <i>Provision for hot and cold water dispenser with water refill during the duration of the event</i></li> <li>- <i>Stanchion should be provided to control entry to the booth area</i></li> <li>- <i>One (1) standard-sized fish bowl for raffle entries</i></li> <li>- <i>Daily stand maintenance and cleaning for the duration of the event</i></li> <li>- <i>Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR</i></li> <li>- <i>Floral arrangements and plants should be provided in the main counter</i></li> <li>- <i>Extension power outlets should be provided withink several locations in the booth</i></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><b>PROJECT IMPLEMENTATION/SCHEDULE</b></p> <table border="1" data-bbox="435 1315 1230 1502"> <tr> <td>Ingress:</td> <td>July 18, 2024</td> </tr> <tr> <td>Exhibition Date:</td> <td>June 19-21, 2024</td> </tr> <tr> <td>Egress:</td> <td>Night of June 21, 2024</td> </tr> </table>	Ingress:	July 18, 2024	Exhibition Date:	June 19-21, 2024	Egress:	Night of June 21, 2024	
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		<b>QUALIFICATION OF THE BIDDER</b>							
		<p>A. 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.</p> <p>B. Must submit a project portfolio of previous projects.</p>							
		<p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.</li> </ol>							
		<b>Documentary Requirements to be Submitted:</b>							
		<ol style="list-style-type: none"> <li>1. Mayor’s Business Permit</li> <li>2. PHILGEPS Registration Number</li> <li>3. Omnibus Sworn Statement</li> </ol>							
		<p align="center"><b>Approved Budget for the Contract (ABC):</b>  <b>Php 100,000.00</b>  <b>Pesos : One Hundred Thousand Only</b></p> <p align="center"><small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.  Government procedure and subject to appropriate government taxes</small></p>							

		<b>Contact Persons:</b> <b>Ms. COLLINS KARLA E TELMO - <a href="mailto:cetelmo@tourism.gov.ph">cetelmo@tourism.gov.ph</a></b> <b>Ms. JENNY ANNE PAUL D. GATUS - <a href="mailto:jdgatus@tourism.gov.ph">jdgatus@tourism.gov.ph</a></b>	
		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:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		Note: Deadline of submission is on <b>July 15, 2024 at 8:00am</b>	

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)**

\_\_\_\_\_  
**Email Address**

**TIN:** \_\_\_\_\_

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**