

Date: October 14, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

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

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		BOOTH DESIGN, INSTALLATION, MAINTENANCE, AND DISMANTLING OF DOT NCR REGIONAL	
1 (One)	Lot	PROJECT NAME: NORTH LUZON TRAVEL EXPO 2024	
		<p>I. BRIEF BACKGROUND:</p> <p>The Department of Tourism-National Capital Region (DOT-NCR) has been invited to participate in the 3rd North Luzon Travel Expo, which will take place from October 24 to 27, 2024, at the iconic Urbiztondo Beach in San Juan, La Union. This three-day event serves as a strategic platform to unite key national tourism players, with a special focus on showcasing North Luzon's diverse and rich tourism offerings. The event is designed not only to highlight the newest travel products and developments but also to foster collaboration among various tourism stakeholders, thereby creating opportunities for growth and innovation within the industry.</p>	
		<p>II. OBJECTIVES:</p> <ol style="list-style-type: none"> 1. To support the revival of domestic tourism by participating in the travel fair; 2. To promote Metro Manila as a premier destination and establish new business networks; 3. To engage in strategic business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital; and 4. To familiarize the region's tourism stakeholders with the attractions and tour offerings of other regions. 	
		III. SCOPE OF WORK / DELIVERABLES	
		Delivery Date : October 23-27, 2024	
		<p>Booth design, installation, maintenance, and dismantling strictly following organizer's rules and regulations. Booth Details: 4.5m X 3m (Approx 14 SQM) Booth Nos: Space C of 54 SQM Pavillion *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>General Stand Design Theme: MODERN AND SUSTAINABLE DESIGN The design should be a modern booth showcasing the DOT-NCR's various products to be showcased during the NLTE. Booth must have 2 or more open sides and with photo walls.</p> <p>Specific Stand Requirements</p> <ul style="list-style-type: none"> - One (1) main information counter for DOT-NCR with It All Starts Here logo on the front; - Four bar stools for the main information counter; - All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules; - Lounge area located at the center side of the space in the pavilion; - One (1) 1.5m x 1.5m table for product selling, with power outlet dedicated for the signage (signage to be provided by DOT NCR), assistance of the winning supplier for installation of the signage; - One (1) table type counter for a Granite machine (machine to be provided by DOT NCR) with 800 wattages for consideration of overall electricity supply of the booth; - Creative design and brochure rack for main info counter; - Adequate lighting for manning hours of 4PM - 12AM; - Stanchion should be provided to control entry to certain areas of the booth; - One (1) standard-sized fish bowl for raffle entries; - Provision of One (1) white stand fan (sleek and modern design); - Provision One (1) of water dispenser with water refills included; - 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; - Provision for power outlets (3-gangs each) in strategic locations; 	

		<p>- Provision of 2 Waste baskets.</p> <p>d. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;</p> <p>e. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;</p> <p>f. Must abide by the Organizer's show rules and regulations;</p> <p>g. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth.</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 two (2) 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 two (2) years; 2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group. 	
		<p>LEGAL/TECHNICAL/DOCUMENTARY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must show proof of PHILGEP's registration; 2. Must submit current Mayor's Permit; 3. Omnibus Sworn Statement 4. Latest Income/Business Tax Return 	
		<p align="center">APPROVED BUDGET FOR THE CONTRACT (ABC) (₱75,000.00) SEVENTY FIVE THOUSAND PESOS ONLY <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/ service charge/and other applicable taxes and charges</i> net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes.</p>	
		<p>Contact Persons: 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 7840 Raya Regenerative Bldg, Makati Avenue, Makati City</p>	
		<p>Note: Deadline of submission is on October 17, 2024 at 8:00am</p>	

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