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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5220287
Procuring Entity DEPARTMENT OF TOURISM
Title Booth Design and Set-Up for AIM 2018
Area of Delivery Metro Manila

Solicitation Number:	2018-03-0079	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Construction Projects		
Approved Budget for the Contract:	PHP 800,000.00	Document Request List	1
Delivery Period:	1 Month/s		
Client Agency:		Date Published	13-Mar-2018
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph	Last Updated / Time	13-Mar-2018 00:00 AM
		Closing Date / Time	16-Mar-2018 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT TITLE: BOOTH DESIGN, SET-UP AND DISMANTLING FOR THE ANNUAL INVESTMENT MEETING (AIM) 2018

II. BACKGROUND:

In line with its goal of promoting investment in tourism in the Philippines from the United Arab Emirates, DOT will be participating in the Annual Investment Meeting to be held at the Dubai World Trade Center from April 09-11, 2018.

The Philippines will be putting up a 36 square meter booth. In order to facilitate tabletop business negotiations between Philippine government and private sector representatives with the investors from UAE and other parts of the world, the booth will have tables and chairs to accommodate the target number of 10 companies from the government and private sector.

III. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of an AIM accredited company engaged in the business of designing, set-up and dismantling of booth for forums for the Philippine stand at the AIM 2018.

The Philippine booth should:

- a) Generate positive name recall of the Philippine brand as a "top investment destination";
- b) Attract and encourage investors and visitors to visit the Philippine booth; and
- c) Provide a highly functional yet aesthetic booth that will enable the conduct of tabletop business meetings between ten Philippine delegates and foreign investors.

To be able to achieve the above-mentioned objectives, bidders shall prepare a proposed design and layout for the aforementioned booth.

IV. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services for the following:

A. Booth design strictly adhering to the rules and regulations set by AIM, the event organizers:

1. Philippine booth at the AIM measuring 36 sqm
2. Layout
 - Should provide individual negotiating tables for each Philippine exhibitor located along the perimeter of the stand (approximately 6 exhibitors)

1 General Reception Area (or 2 depending on the stand lay-out proposed)

1 VIP reception area

Storage area and cabinets

Kitchen cum dining area for the Philippine delegation

3. General stand design stand theme: "Invest Tourism Philippines"

4. Specific stand requirements

Stand set-up inclusive of backlit walls, storages, kitchen, lockable lockers and VIP area

Printing of appropriate backdrop visuals / overhead ceiling banners /interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as tropical destination

Elevated carpeted flooring to cover the electrical wirings and connections

Philippine General Information Counter/s should have the following: at least 2 chairs, at 72-inch LED screen, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories

Individual work stations should have the following: 1 table, 3 chairs, screen/monitor, small lockable cabinet, individual electric outlets and adaptors, company signage and table centerpiece accent

Storage areas should have the following: lockable lockers, wardrobe, shelves, for brochures, working table/counter (with color printer with ink, bond paper), mirror, lockable doors.

Service kitchen and dining area should have the following equipment on rental basis:

- a) hot and cold water dispenser
- b) coffee maker
- c) water percolator
- d) small refrigerator
- e) porcelain cups and saucers for VIP guests (per approximate quantity requirement)
- f) cutlery set for VIP guests (per approximate quantity requirement)
- g) glasses for VIP guests (per approximate quantity requirement)
- h) serving trays (per approximate quantity requirement)
- i) storage cabinet and shelves trash bins with ample supply of trash bags
- j) small eating area with counters and bar stools
- k) lockable door sink with running water (optional)

VIP reception/meeting area should have the following on rental basis: lounge chairs, center table, smart LED screens (72 in) or screen with CD / DVD / USB player, appropriate lighting and accessories

Video wall, public address system, appropriate lighting, furnishing and accessories, computer set with internet connection and printer, logo / photo wall

Furniture/ appliances (on rental basis) should fit the current Philippine branding setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, hangers, mirror, etc.

All exhibition venue connections (electricity and water, suspensions and permits)

Sufficient power outlets and lighting

Other accessories needed to achieve the desired theme

Daily stand cleaning — before the opening and the closing of the Philippine stand

Stand construction and dismantling supervision and stand maintenance for the duration of the fair

Exclusive Internet connection at the stand (accessible to the Philippine delegation members)

B. Final design and lay-out for execution shall be reviewed and discussed with the concerned officer in the PDOT.

C. Final revision of design should be duly approved and signed by the end-user

D. Set-up, installation and dismantling of the of the aforementioned booth while strictly following the rules and regulations set by the fair / event organizer

E. Dismantling inclusive of storage, transportation, disposal of the aforementioned booths / parts and egress on the date designated by the event organizers and as appropriate.

V. TIME FRAME AND SCHEDULE OF WORK

The contract duration is for a period of one (1) month with the following schedule of work to be adhered to:

April 08 Set-up of Philippine booth or as per event schedule

April 09-11 Holding of AIM 2018

April 12 Dismantling of Philippine booth at AIM

VI. BUDGET

Total Budget allocation for the booth is Php 800,000.00 or USD 15,385.00 inclusive of taxes based on current exchange rate of USD1=Php 52.

VII. PAYMENT PROCEDURE

Following is the payment procedure:

30 % upon approval of the final Philippine booth design 40% upon completion of stand construction

30% upon dismantling of Philippine booth and satisfactory delivery of services specified in Section IV of this Terms of Reference

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.

2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number

3. Latest Income/Business Tax Return (For ABCs above Php500K)

4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: March 16, 2018 10:00 am

Created by Maria Alma O Almazan

Date Created 12-Mar-2018

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