



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6398962
Procuring Entity DEPARTMENT OF TOURISM
Title Booth Design, Set-up and Dismantling of the Philippine Booth at 6th China Low Cost Carrier Summit 2019

Area of Delivery

Solicitation Number: 2019-08-0181 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Services Approved Budget for the Contract: PHP 550,000.00 Delivery Period: 2 Day/s Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	16/08/2019
	Last Updated / Time	15/08/2019 17:28 PM
	Closing Date / Time	19/08/2019 14:00 PM
	Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com	

Description

TERMS OF REFERENCE

PROJECT TITLE: BOOTH DESIGN, SET-UP AND DISMANTLING OF THE PHILIPPINE BOOTH AT 6TH CHINA LOW COST CARRIER SUMMIT 2019
 October 24-25, 2019 at the Shanghai, China

I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and installing booths for travel and consumer fairs for the Philippine Stand at Shanghai, China .

The installation of the aforementioned booth aims to attain the following objectives:

- A. Generate positive "name recall" of the Philippines and promote the country's tourist destinations and airports;
- B. Create an atmosphere that highlights the country's "It's More Fun in the Philippines" brand;
- C. Attract and encourage aviation-tourism stakeholders to visit the Philippine booth;
- D. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other interactive activities.

II. BACKGROUND:

In 2014, the DOT attended the 3rd China Low Cost Carrier Summit which was held in Shenzhen, China. The DOT was represented by Mr. Erwin F. Balane, Head of Route Development and Mr. Gerald O. Panga, Tourism Attache for South East China. The participation was only limited as it was the first time that the DOT was invited to the event despite of

ongoing territorial dispute between China and the Philippines.

In 2015, the DOT was given the chance to become an exhibitor and provided with 25 square booth space to showcase the various international gateways and tourist destinations of the country. Mr. Balane was also invited to become panelist to discuss the route development programs of the DOT

Last year, the DOT attended the 5th China Low Cost Carrier Summit which was held in Holiday Inn, Shanghai, China. DOT built an exhibition booth on a 15 square meter space to promote the country's various tourism destinations and international gateways. It was attended by 300 people from airlines, airports, travel agencies, investment banks, consultancies, technology providers and other industry stakeholders.

This year, DOT has secured a 18 sq. m. booth.

III. SCOPE OF WORK/DELIVERABLES

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

A. Booth design that strictly follows the rules and regulations set by the event organizers including dimensional drawings showing the front, side and back perspectives, elevations, floor layouts of the stand and details of materials being used to construct the stand.

Booth Details

1. Size 18 sq. meters with three (3) sides open
 2. Layout – materials for rental only
 - Two (2) individual meeting tables with at least 2 chairs each
 - One (1) VIP area
 - One (1) Philippine Information Counter with It's More Fun in the Philippine logo
 3. Booth graphics: IT'S MORE FUN IN THE PHILIPPINES destination photos
 4. Specific stand requirements
 - Stand installation inclusive of appropriate lighting, storage cabinets/lockers for personal belonging.
 - Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
 - Carpeted flooring
 - One (1) LED TV screen (65 inches) on the middle of the backdrop
 - All exhibition venue connections and fees (ample supply of electricity, suspensions and permits)
 - Sufficient power outlets and lighting.
 - Other accessories needed to achieve the desired theme.
 - Daily stand cleaning – before the opening, during the closing of the Philippine stand.
 - Stand and setup and dismantling supervision and stand maintenance for the duration of the fair.
- B. Coordination with other service providers that is needed in the setup of the booth (Ancillary services etc.)
- C. Storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.
- D. All materials used for the booth set up are considered as waste materials after the event.

IV. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of four (4) days with the following schedule of work:

1. October 23 Build-up Philippine booth (or according to official event schedule)
2. October 24-25 Stand maintenance
3. October 26 Stand Dismantling (or according to official event schedule)

Note: Booth design should be submitted with the proposal.

V. BUDGET

Total Budget allocation for the Philippine booth is PhP 550,000.00 (or its equivalent in US dollar) Five Hundred Fifty Thousand Pesos, inclusive of taxes. Financial proposal should allow for modifications in stand and layout and design according to the needs and requirements of the end user.

VI. PROJECT OFFICER

Mr. Erwin F. Balane
Department of Tourism
351 Sen. Gil Puyat Avenue, Makati City
Email Address: efbalane@gmail.com
Tel. No.: (02) 459 5200 loc. 517 / 518

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 & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 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
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 Quotation: on or before August 19, 2019 at 2:00 pm

For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by the translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines

Created by John Paulo Samonte Francisco

Date Created 15/08/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.