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Wednesday, February 19, 2020 10:46 AM

Norjannah Lucman


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**Bid Notice Abstract**[Detail Tracking Report](#)**Request for Quotation (RFQ)**

**Reference Number** 6873368

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Booth Contractor for the CAPA Middle East and Africa Aviation Summit in Amman, Jordan (2nd Posting)

**Area of Delivery** Metro Manila  [Printable Version](#)

<b>Solicitation Number:</b>	2020-02-0028	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	19/02/2020
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00	<b>Last Updated / Time</b>	19/02/2020 12:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/02/2020 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com		

**Description**

## TERMS OF REFERENCE

I. BIDDER : Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth

II. PROJECT TITLE : CAPA Middle East and Africa Aviation Summit in Mövenpick Resort & Spa, Dead Sea, Amman, Jordan

## III. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be an international contractor/builder OR a local contractor/builder with an affiliate/partner in the Middle East

## IV. SCOPE OF WORK/DELIVERABLES

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 setup the stand.

## Booth Details

1. Size - 12 sq. meters/island stand or 3 sides open (6m x 2m)
2. Layout - materials for rental only
  - Three (3) wooden high tabletop with chairs (3 each)
  - One (1) wooden Philippine Information Counter with It's More Fun in the Philippines logo
  - 2 chairs for the Philippine Information Counter
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 on the middle of the backdrop preferably minimum of 65" size.
  - All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
  - Sufficient power outlets and lighting and adopters as necessary.
  - Other accessories needed to achieve the desired theme.
  - Daily stand cleaning - before the opening, during the closing of the Philippine stand.
  - Stand and construction and dismantling supervision and stand maintenance for the duration of the fair.
  - Coffee/Tea station with ample supply of water and other supplies.

B. Coordination with other service providers that is needed in the setup of the booth (Ancillary services etc.)

C. Disposal of the booth/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.

#### V. TIME FRAME AND SCHEDULE OF WORK

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

- February 29 Ingress (or according to official event schedule)
- March 1-3 Stand maintenance / Event Proper
- March 3 Egress (or according to official event schedule)

Note: Booth design should be submitted with the proposal.

#### VI. BUDGET

Total Budget allocation for the Philippine booth is amounting to Php 1,000,000.00 (One Million Pesos) or Nineteen Thousand Six Hundred Seven Dollars and Eighty-Four Cents (USD19,607.84) 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. Full payment shall be made upon completion of the project (send bill arrangement).

\*1 USD = 51 PHP

The winning bid however shall be determined based on aesthetic and functionality of the booth design, its conformity with the rules and regulations of the organizers, adoption of the "It's More Fun in the Philippines" brand, and financial package cost, provided that the amount of bid does not exceed the above total budget.

#### VII. PROJECT OFFICER

MR. GHIENEL GUSTILO

Department of Tourism

351 Sen. Gil Puyat Avenue, Makati City

Email Address: gbgustilo@tourism.gov.ph

Tel. No.: (02) 459 5200 loc. 508

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Booth Coordinator	Booth Coordinator to Handle Booth Designs, Set-up and Dismantling of the Philippine Booth	1	Lot	1,000,000.00

#### Other Information

Please check the attached RFQ/Reply Slip for more details on the labels of the Envelope.

**Created by** Norjannah P Lucman

**Date Created** 18/02/2020

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