



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6537437
Procuring Entity DEPARTMENT OF TOURISM
Title Design, Set-up and Dismantling of Philippine Booth at the OCSC International Education Expo 2019

Area of Delivery

Solicitation Number: 2019-10-0258 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 537,354.00 Delivery Period: Client Agency: <hr/> 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	Status	Active
	Associated Components	3
	Bid Supplements	0
	Document Request List	2
	Date Published	10/10/2019
	Last Updated / Time	10/10/2019 00:00 AM
	Closing Date / Time	14/10/2019 15:00 PM

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE: DESIGN, SET-UP AND DISMANTLING OF PHILIPPINE BOOTH AT THE OCSC INTERNATIONAL EDUCATION EXPO 2019

II. BACKGROUND:

OCSC Education Expo, the largest international education exhibition in Thailand and one of the most significant events in South East Asia, is participated in by more than 300 educational institutions around the world.

III. PURPOSE/OBJECTIVES:

- Inform the Thai market of ESL programs and offerings in the Philippines.
- Sustain and strengthen the presence of the Philippines and maintain linkages established during last year's participation among DOT, private sector and Thai agents and students.
- Forge new areas of cooperation and collaboration with the different universities, tour operators, and education agents in Thailand to consider the Philippines as the next ESL destination for its students

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

IV. MINIMUM REQUIREMENTS FOR SUPPLIER:

- Local or international supplier with Thai affiliations

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 the event organizers

1. Booth size – Standard shell scheme booth (each 6 m2: 2mW x 3mL) x 4 booth spaces

2. Layout

- Seven (7) individual meeting tables with laptop security cables and at least 2 chairs each with flyer/brochures rack
- One (1) Philippine Information Counter
- One (1) Discussion area
- Storage area with cabinets

3. 1 water dispenser for 2 days (approximately 500 visitors) General stand design stand theme: "IT'S MORE FUN IN THE PHILIPPINES" and OPMD-ESL's official logo

4. Specific booth requirements:

- Booth design and set-up inclusive of backlit walls, storage (with lockable lockers) and reception area
- Printing of appropriate backdrop visuals / overhead ceiling banners /interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme of "Its' More Fun in the Philippines" and OPMD-ESL's official logo.
- Backdrop visuals should also include photos of students in classroom and outdoors setting to convey a message that studying is more fun in the Philippines
- WIFI Internet access for two-days
- Elevated carpeted flooring to cover the electrical wirings and connections
- Philippine Information Counters should have the following: 1 information counter (2 chairs, 42" 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, 4 chairs, small lockable cabinet, individual electric outlets and adaptors, company signage and table centerpiece
- Storage area should have the following: lockable lockers, shelves, for brochures
- Furniture should fit the "It's More Fun in the Philippines" setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, 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
- Booth set-up and dismantling supervision and booth maintenance for the duration of the fair

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

6. Dismantling inclusive of storage / disposal of the aforementioned booths / parts and egress on the date designated by the event organizers.

V. TIME FRAME AND SCHEDULE OF WORK

The contract duration is for a period of three days with the following schedule of work:

November 1 : Set-up of Philippine booth

November 2-3 : OCSC International Education Expo proper

November 3 : Egress of Philippine booth at OCSC 2019

VI. BUDGET

Total Budget allocation for the booth is PHP 537,354 (US\$ 10,333) inclusive of taxes charged to 2019 MDG-ESL Work Program.

(USD 1= PHP 52.00)

VII. PAYMENT PROCEDURE:

Upon completion of set-up and dismantling of booth (SEND BILL Arrangement)

VIII. CONTACT PERSONS :

Contact Persons: MARISSA MASANGKAY

ROBY LIAMZON

Market Development Group

Address : 5th Floor, DOT Building

351 Sen Gil Puyat Avenue, Makati City

Contact Number: 459-5200 local 519

Email Address : marissa_masangkay@yahoo.com

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.

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

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 October 14, 2019 at 3:00 pm

Created by John Paulo Samonte Francisco

Date Created 09/10/2019

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