



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6078765
Procuring Entity DEPARTMENT OF TOURISM
Title Design, Set-Up and Dismantling of Philippine Booth at the Riyadh Travel Fair 2019
Area of Delivery

Solicitation Number: 2019-03-0035	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Services	Date Published	08/03/2019
Approved Budget for the Contract: PHP 972,000.00	Last Updated / Time	08/03/2019 00:00 AM
Delivery Period:	Closing Date / Time	11/03/2019 14:00 PM
Client Agency:		
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

I. PROJECT TITLE: DESIGN, SET-UP AND DISMANTLING OF PHILIPPINE BOOTH AT THE RIYADH TRAVEL FAIR 2019

II. BACKGROUND:

The Riyadh Travel Fair (RTF) is the premier travel and tourism exhibition in the Kingdom of Saudi Arabia (KSA). It offers a glimpse of extensive and innovative tourism products and services, investment opportunities and latest developments in the travel and tourism sector in KSA. RTF 2019 will be held from March 28 to 30 at the Al Faisaliah Hotel in Riyadh, Kingdom of Saudi Arabia.

In the 2018 edition, the fair gathered 302 exhibitors from 55 countries. It also registered 28,695 visitors comprised of 6,000 trade buyers, an increase of 5% over 2017. By 2020, the Middle East is estimated to generate 35 million outbound tourist with expenditure to reach USD 165.3 billion by 2025.

III. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of a company based in the Middle East to engaged in the business of designing, setting-up and dismantling of booths at the Riyadh Travel Market.

The Philippine booth should:

- a) Generate positive name recall of the Philippine brand as a "more fun destination" for the Middle East market;
- b) Generate an atmosphere that supports the promotion of the country's branding campaign, "It's More Fun in the Philippines"

c) Attract and encourage consumer and travel trade guests to visit the Philippine booth; and

d) Provide a highly functional yet aesthetic booth that will enable the conduct of tabletop business meetings between Philippine delegates and their Middle East counterparts and interviews for DOT and its partners at the Philippine booth in the RTF 2019.

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 ASAS Exhibitions & Conf. Organizing Co., the event organizers at the RTF 2019, the event venue management:

1. Philippine booth at the RTF 2019 measuring 6 meters x 8 meters (Total: 48 square meters; three (3) sides open; peninsula stand)

2. Layout

Should provide four (4) individual counters for each Philippine stand sharer / exhibitor located along the perimeter of, and within, the stand (E5 exhibitors; see attached floor plan); with own charging areas and lockable cabinets with individual negotiating tables and 1 chair (right at the back of each exhibitor counter);

One (1) VIP reception area featuring corporate-inspired furniture, decoration and accessories and fresh plants and flowers

One (1) Philippine information counters with storage areas and two bar stools at the back of the counter; must also have two (2) stand racks for brochures at the left and right side of the information counter;

Two (2) small round table (preferably glass) with 3 chairs each table,

Storage-cum-dining area for the Philippine delegation

A rectangular overhead signage featuring the "PHILIPPINES" and various Philippine destinations as backdrop (using images for Davao, Palawan, Manila, Cebu and Boracay)

New It's More Fun in the Philippines logos at the information counters (with possible 3D effect)

Philippine destination images (large-scale printed / floor to ceiling printing, as outside backdrop of the side walls of the storage area (using images for Davao, Cebu, Manila and Palawan)

One (1) 50-inch LED TV and CD/DVD/USB video player to play/feature It's More Fun and destination videos

3. General stand design stand theme: "IT'S MORE FUN IN THE PHILIPPINES" using the It's More Fun in the Philippines images, new fonts and brand colors ca. 2019

4. Specific booth requirements

Booth design and set-up and dismantling inclusive of walls, storage bins cum-lockable lockers, storage-cum-dining area, information counters (with lockable cabinets) and VIP area

Floor to ceiling (3.5 to 4 meters in height) printing of appropriate backdrop visuals using Philippine destinations, 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 "It's More Fun in the Philippines" with the new design logo

Rectangular overhead signage with the word "IT'S MORE FUN IN THE PHILIPPINES" (new) logos ca. 2019

Elevated carpeted flooring to cover the electrical wirings and connections

Philippine Information Counters should have the following: at least 2 high chairs / bar stools, power outlet, lockable cabinets, brochure racks, and stand layout, appropriate visuals and accessories

Individual work stations for stand sharers / four (4) co-exhibitors should have the following: small lockable cabinet, individual electric outlets and adaptors, company logo and company names (in front of their respective counters)

Storage area:

Hot and cold water dispenser with ample supply of water for the duration of the event, coffee maker with ample supply of coffee capsules for three (3) days, medium-sized refrigerator, cutlery, porcelain cups and saucers, serving trays and glasses for VIP guests (per approximate quantity requirement), storage cabinet and shelves trash bins with ample supply of trash bags, eating counters and six (6) bar stools, lockable doors;

General and VIP reception areas should have the following: corporate furniture lounge chairs, sofa, center table, 3 meters x 2 meters LED screen and CD / DVD / USB player, appropriate lighting and accessories, fresh plants and flowers

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, hangers, mirror, etc.

- All exhibition venue connections (electricity and water, suspensions and permits)
- Sufficient power outlets (with adaptors for flat plugs) and lighting
- Other accessories needed to achieve the desired theme
- Daily stand cleaning – before the opening and during the closing of the Philippine stand
- Booth set-up and dismantling supervision and booth maintenance for the duration of the fair (accessible to the Philippine delegation members only) from March 26 – 31, 2019
- Other accessories to achieve the desired theme

4.1 Included in the deliverables of the supplier as part of the ABC but are on loan basis only:

- Chairs, tables, bar stools
- Wardrobe and brochure racks, hangers, mirrors
- LED wall and TV sets, CD/DVD/USB video players, sound system
- Hot and cold water dispenser, coffee maker, refrigerator,
- Porcelain cups and saucers, cutlery sets, glasses and serving trays

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

B. 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 one (1) week with the following schedule of work:

March 26 - 27 : Set-up of Philippine booth
 March 28 - 30 : Riyadh Travel Fair 2019 proper
 March 31 : Dismantling of Philippine booth at Riyadh Travel Fair 2019

VI. BUDGET

Total Budget allocation for the booth is US\$ 18,000.00 inclusive of taxes equivalent to P972,000.00

VII. PROJECT OFFICER/CONTACT PERSON

Project Officer : Mr. Dakila F. Gonzales / Mr. Juanito A. Sayo
 Address : Office of Product and Market Development
 5F, The New DOT Building
 351 Sen. Gil Puyat Avenue, Makati City 1200 Philippines
 Contact Number : +63 2 459 5200 local 522
 Email Address : dot.middleeastmarket@gmail.com

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

Conforme:

Dakila F. Gonzales
 Head
 Office of Product and Market Development – Middle East

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. (or its equivalent document in Middle East)
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) (or its equivalent document in Middle East)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before March 11, 2019 at 2:00 pm

Created by John Paulo Samonte Francisco
Date Created 07/03/2019

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