



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6933126
Procuring Entity DEPARTMENT OF TOURISM
Title Design, Set-up and Dismantling of the Philippine Booth at the Thailand Travel and Dive Expo (TDEX) 2020

Area of Delivery

Solicitation Number: 2020-03-0049	Status	Pending
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: Events Management	Date Published	13/03/2020
Approved Budget for the Contract: PHP 909,500.00	Last Updated / Time	12/03/2020 10:54 AM
Delivery Period:	Closing Date / Time	16/03/2020 10:00 AM
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 the Philippine Booth at the Thailand Travel and Dive Expo (TDEX) 2020
 II. PROJECT DATE : June 4 to 7, 2020

III. BACKGROUND

- The Thailand Travel and Dive Expo (TDEX) is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism.
- The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.
- Office of Product and Market Development (OPMD) - Dive participated in last year's show to network with key industry stakeholders in the Region, and to conduct product presentations and business to business (B2B) meetings.

EVENT DATE VENUE

THAILAND TRAVEL June 4-7,2020 Bangkok International Trade AND DIVE EXPO (TDEX) 2020 and Exhibition Centre

IV. CAPABILITY REQUIREMENTS

- Must have an experience in rendering services at international exhibitions
- Must have the capability to operate in Bangkok, Thailand
- Must be able to get accreditation from N.C.C Exhibition Organizer Co., Ltd., (NEO) and/or the Bangkok International Trade and Exhibition Center (BITEC)

- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to organizers of the dive show, and assemble and install AV equipment and furniture accent pieces for the Philippine booth
- Must be able to submit proposed design of the Dive Philippines Booth on the deadline of submission of bids. Quality of submitted proposal will be taken into consideration before awarding the winning bid

V. PURPOSE/OBJECTIVES

The Philippine Department of Tourism is in need of the services of a company engaged in the business of designing and constructing booths for travel and consumer fairs for the Philippine Stand at the Thailand Travel and Dive Expo (TDEX).

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

- Generate positive "name recall" of the Dive Philippines brand for the Thailand dive market;
- Create an atmosphere that reflects the Philippines as the "hottest" diving destination in Asia;
- Create a high-impact and interactive booth design to attract and encourage consumer, press and dive travel trade to visit the Philippine booth;
- Provide a highly functional yet visually appealing area for Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other animation activities.

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

VI. SCOPE OF WORK/DELIVERABLES

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

A. Booth design, strictly following the rules and regulations set by the fair organizers.

Booth Details

1. Size: 36 sq.m. (6.00 x 6.00 m.)

2. Layout

- 55" TV that will project dive videos and images in the Philippines
 - Should provide individual negotiating tables for each Philippine exhibitor located along the perimeter of the stand (tentatively for 7 exhibitors including a Philippine info counter)
 - 1 VIP reception/Lounge area
 - A Philippine Information counter should be bigger than the rest of the counters
 - Storage area with water dispenser and coffee maker/coffee, tea,
3. General stand design theme: DIVE PHILIPPINES
4. Specific stand requirements
- Stand construction inclusive of walls, storage/kitchen, (with 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 a dive destination
 - Elevated carpeted flooring to cover the electrical wiring and connections
 - Philippine Information Counter should have the following: at least 2 high chairs, 55" inch LCD 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/counter with lockable storage cabinet, 2 high-chairs, individual electric outlets and adaptors, company signage and 1 table/counter centerpiece.
 - Storage room where Philippine delegation can keep their materials and should have the following: storage shelves, shelves for brochures, mirror, lockable doors and water dispenser (Hot & Cold) with sufficient cups, stirrers, coffee maker/ coffee & tea, trash bins/bags cookies and candies, paper cups for the duration of the expo.
 - VIP reception/Lounge area should have the following: lounge chairs, center table, 55" LCD screen and CD/DVD/USB player, appropriate lighting and accessories
 - Furniture should fit the tropical 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)
 - Fast and reliable internet access / connection for all PDOT exhibitors
 - 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. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

B. Construction and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers

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

VII. TIME FRAME AND SCHEDULE OF WORK

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

Submission of Bid Submission of Design

April 20 - May 25, 2020 Pre-event Coordination/Revisions

June 3, 2020 Set-up of the Philippine Booth at TDEX

(or according to the official event schedule)

June 4-7, 2020 TDEX Show proper (Stand maintenance)

June 7, 2020 Stand dismantling

(or according to the official event schedule)

VIII. BUDGET

Total Budget allocation for the Philippine booth is \$17,000.00 or Php 909,500.00 inclusive of taxes and other applicable fees. Financial proposal should allow modifications in stand and layout and design according to the needs and requirements of the end user.

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

IV. CONTACT PERSON

Contact Person : Katherine D. Patawaran
Office : Office of Product and Market Development (OPMD) – Dive
Contact Number : 8459 5200 local 509
Email Address : kpatawaran@tourism.gov.ph
divephilippines@tourism.gov.ph

Other Information

Eligibility Requirements:

1. Latest Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return for ABC's above Php500, 000.00
4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above Php50, 000.00

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

In the case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated 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.

Deadline for the submission of quotations is on or before March 16, 2020 at 10:00 am. Late bids shall not be accepted and unsigned quotation will be disqualified.

Created by John Paulo Samonte Francisco

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