

REQUEST FOR QUOTATION

BID ID NO: 40413

The Department of Tourism – Office of Product and Market Development (OPMD), thru its Bids and Awards Committee (BAC), intends to procure of Events Management Company in Thailand through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

TERMS OF REFERENCE

I. PROJECT TITLE : Events Management Company in Thailand

II. PROJECT DATE : October 1 to 4, 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.
- The 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: Thailand Travel and Dive Expo (TDEX) 2020

DATE: 01 – 04 October 2020

VENUE: Bangkok International Trade and Exhibition Centre

IV. OBJECTIVES

- To provide a platform for the Department and the private sector to meet, establish, and renew linkages with dive industry partners in Thailand.
- To generate marketing and promotions leads that the Department can support to further its goals in creating new dive products and services for the marketplace.
- To provide a venue for updates on the Philippine dive tourism program amidst the disruption caused by the pandemic, and maintain awareness among the Thai dive market

V. MINIMUM REQUIREMENTS

A. Must be a company capable of providing the following services:

1. Engaging the services of a booth contractor authorized by the organizer for the design, installation and dismantling in the Philippine Booth at the Thailand Travel and Dive Expo (TDEX) 2020
2. Engaging the services of a printing press company to conceptualize and develop collaterals
3. Logistical requirements for the equipment and materials needed during the event
4. Organizing a digital B2B event and a digital based participation in the booth

B. Must have experience and expertise in planning, implementing and managing major international events in Thailand

C. Must have handled similar projects /requirements in the past, particularly dive events in Thailand

D. Must have the capability to operate in Bangkok, Thailand

E. Must have experience in dealing with National Tourism Organizations (NTO) preferably the Philippine Department of Tourism

1. Must have a DOT certification of satisfaction from a previous project
2. Must have in-depth knowledge of the Philippines

F. Must be willing to do advance payment to relevant suppliers on reimbursement basis

G. 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)

H. Must have a dedicated team who will focus on the design and set-up of the Philippine booth

I. Must have the capability to invest, coordinate shipment to organizers of the dive show,

J. Must be able to provide a digital platform for the B2B exchange with charges related to the same that is covered within the budget

VI. SCOPE OF WORK AND DELIVERABLES

I. **Thailand Dive Expo (TDEX) – October 1 to 4, 2020**

A. Booth Space Participation

Coordinate with the TDEX organizers for DOT's booth reservation, installation and dismantling;

B. Activities at the Philippine Booth

1. Create a program/activities that will generate traffic to the digital medium that will connect our dive operators, Thai and Philippine, to the booth visitors.
2. Hire services of Thai interpreters (at least 2 to 3) to help man, assist and do translations at the Philippine Booth on queries addressed to our Philippine exhibitors participating thru the digital medium.

C. Dive Map/Brochure and Giveaways

1. Produce/Print 1,000 copies (A4, back to back printing) of dive maps/brochures in Thai language.
2. Produce giveaways 500 pieces (i.e, Dive Philippines tote bags).

D. Business-to-Business (B2B) Digital Networking Meeting with Thai Dive Agents/Operators/Clubs

1. Secure an appropriate digital based platform for the conduct of B2B exchange which will enable the Philippine sellers to participate from the Philippines
2. Handle invitation/confirmation of attendance of 15 to 20 Thai dive agents
3. Arrange for venue of the B2B digital networking meeting for 30pax
4. Schedule appointments between Philippine sellers and Thai buyers using an appropriate digital applications
5. Provision of five (5) laptop computer for the digital networking meeting
6. Prepare/Implement program for the B2B Digital Networking Meeting
7. Hire the services of Thai & English interpreters that will be available physically or digitally to assist in the negotiation meetings on need basis

E. Philippine Presentation

1. Facilitate payment for Thai diver influencer who will present about diving in the Philippines
2. Invite expo goers to increase attendance to the Philippine presentation.

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

Booth Details

A. Size: 18sq.m. (3.00 x 3.00 m.)

B. Layout

- 42" LED TV that will project dive videos and images in the Philippines.
- A Philippine Information counter equipped with the health safety measures by the Organizer with 1 Laptop Computer and digital application and should be bigger than the rest of the counters.
- Additional Four Counters equipped with the health safety measures by the Organizer, with 1 Laptop Computer / counter and high speed internet digital application for B2C use.

C. General stand design theme: DIVE PHILIPPINES

D. Specific stand requirements:

- Special Booth Shell Type design construction inclusive of walls.
- 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, floor must be covered with blue carpet.
- 1 set of system structure for backdrop (6.00 x 2.50m)
- 1 set of system structure for tower (3.00 x 2.50 x 3.50m)
- One (1) Philippine Information Counter should have the following: 1 Table /Counter with Laptop Computer, high speed internet & Digital application for webinar , 2 black bar stool, 42" inch LCD screen, power outlet, lockable cabinet, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories, and clear PVC for health safety measure /social distancing.
- Four (4) Individual work stations should have the following: 1 table/counter with laptop , high speed internet and digital application for webinar, lockable storage cabinet, 1 chair, individual electric outlets and adaptors, and clear PVC as required for social distancing.
- 1 set of discussion table consist of 1 high round table with 2 white bar stools
- 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 small bottled water, suspensions and permits)
- Fast and reliable internet access / connection for all Laptop Computers with the required digital webinar application.

- Provision of Four (4) laptop computer to be used for the B2C component of event
 - Provision of 7 units socket 5 Amp (Laptop 4 point, Information counter 1 point, Discussion 1 point, TV 1 point)
 - 8 units of Spotlight with arm for backdrop and tower
 - Sufficient power outlets and lighting
 - Other accessories needed to achieve the desired theme
 - Safety Standard Hygiene such as Alcohol-based-sanitizing gel must be provided at the respective Webinar Counters for B2C inside the Philippine booth for the visitors .
 - Daily stand cleaning and disinfection of the Philippine stand – before the opening, closing, and as needed (following the guidelines issued by the organizer).
 - 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
- E. Construction and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.
- F. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.

III. DEVELOPMENT OF DIVE PRODUCTS FOR THE TDEX

Arrange line up of Thai attendees and moderate the OPMD TIV roundtable discussion that will gather the exhibitors, Thai and Philippines, on discussions regarding the packaging of dive products under the new normal. The webinar to be arranged in coordination with PDOT OPMD TIV.

VII. BUDGET

Total Estimated Budget: \$15,763.00 or PHP 843,320.50 with breakdown as follows:

1. Booth Special Shell Type Design and Installation, Rental of 5 Laptop Computers with high speed internet, Thai & English interpreters, and Digital Application for B2C during the duration of expo: **\$7,413.00.00 or Php 396,595.50**
2. B2B digital Platform and rental of 5 Lap Top computers with High Speed internet, Thai & English interpreters, coffee break (20-30 packed coffee /snack), networking and in booth expenses (giveaways, collateral, & 2 days speaker honorarium: **\$8,350.00 or Php 446,725.00**

The total working budget must be 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.

VIII. PAYMENT TERMS

Send bill arrangement, government terms

IX. CONTACT PERSON

Contact Person : Katherine D. Patawaran

Office : Office of Product and Market Development (OPMD) - Dive

Contact Number : +639 561834106

Email Address : kpatawaran@tourism.gov.ph

divephilippines@tourism.gov.ph

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

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

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Deadline for the submission of proposal is on or before 23 September 2020 at 3:00 pm

Kindly submit your quotation thru email jsfrancisco@tourism.gov.ph, femaximo@tourism.gov.ph, msdante@tourism.gov.ph and taromanes@tourism.gov.ph

Note:

For Foreign Bidders, the above documents may be submitted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of 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 affair in the Philippines

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) _____ S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20 at _____,

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. issued on at _____

Witness my hand and seal thisday of *[month]* _____ *[year;]*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. , *[date issued]*, *[place issued]* IBP
No. , *[date issued]*, *[place issued]*

Doc.No. _____
Page No. _____
Book No. _____
Series of _____