



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6531700
Procuring Entity DEPARTMENT OF TOURISM
Title CAPA Asia Aviation Summit 2019 in Capella, Sentosa Island, Singapore
Area of Delivery

Solicitation Number: 2019-10-0255 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 645,000.00 Delivery Period: Client Agency:	Status	Active
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	09/10/2019
	Last Updated / Time	09/10/2019 00:00 AM
	Closing Date / Time	14/10/2019 15:00 PM
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. BIDDER : Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth

II. PROJECT TITLE : CAPA Asia Aviation Summit 2019 in Capella, Sentosa Island, Singapore

III. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be a Singapore-based contractor/builder OR an international contractor/builder with an affiliate/partner in Singapore authorized to conduct business in Singapore.

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
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
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:

- November 13 Ingress (or according to official event schedule)
- November 14-15 Stand maintenance / Event Proper
- November 15-16 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 654,000.00 (Six Hundred Fifty-Four Thousand Pesos) or USD 12,598.73 (Twelve Thousand Five Hundred Ninety-Eight Dollars and Seventy-Three Cents) inclusive of government taxes. Financial proposal should allow for modifications in stand and layout and design according to the needs and requirements of the end user. (1 USD = 51.91 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

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 08/10/2019

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