



INVITATION TO BID

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers to bid for the hereunder project. Considering that the Philippine booth is to be set-up at the venue of the event in Istanbul, Turkey, bidders with company based or has an affiliate in Turkey, will be preferred.

TERMS OF REFERENCE

Project Title	:	EMITT 2018
Job Specification	:	Booth Design, Set-up and Dismantling
Date	:	January 25-28, 2018 (event proper)
Venue	:	Tuyap Exhibition Centre Istanbul, Turkey
Location	:	TBA
Booth size	:	63 sqm

BACKGROUND:

In line with its goal of boosting travel movement to the Philippines from Turkey, DOT will again be participating in the EMITT 2018 to be held at Tüyap Exhibition Centre – Beylikdüzü in Istanbul, Turkey. The DOT has booked a 63-square meter stand open on four sides. Joining DOT in the Philippine delegation are about 8-10 companies composed of travel agents, tour operators, hotel and resorts.

PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of a company engaged in the business of designing, set-up and dismantling of booth for travel and consumer fairs for the Philippine stand at the EMITT 2018.

The Philippine booth should:

- a) Generate positive name recall of the Philippine brand as a “more fun destination” for the Spanish market;
- b) To project a tropical feel, highlighting our different islands and colorful culture plus a festive atmosphere that reflects the country's branding/campaign;
- 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, estimated at ten companies, and their Spanish counterparts at the Philippine booth of the EMITT.

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

SCOPE OF WORK/DELIVERABLES

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

- 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 construct the stand.
 1. Philippine booth at the EMITT measuring 63 sqm with 4 sides open
 2. Layout
 - Should provide individual negotiating tables for each Philippine exhibitor located along the perimeter of the stand (approximately 8-10 exhibitors)
 - 1 General Reception Area (or 2 depending on the stand lay-out proposed)
 - 1 VIP reception area
 - Special area for live animation
 - Storage area and cabinets
 - Kitchen cum dining area for the Philippine delegation

3. General stand design stand theme: "Reasons why It's More Fun in the Philippines"

4. Specific stand requirements

- Stand set-up inclusive of backlit walls, storages, kitchen, wardrobe, lockable lockers and VIP 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 as tropical destination
- Elevated carpeted flooring to cover the electrical wirings and connections
- Philippine General Information Counter/s should have the following: at least 2 chairs, at 72-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, 3 chairs, screen/monitor, small lockable cabinet, individual electric outlets and adaptors, company signage and table centerpiece accent
- Storage areas should have the following: lockable lockers, wardrobe, shelves, for brochures, working table/counter (with color printer with ink, bond paper), mirror, lockable doors.
- Service kitchen and dining area should have the following equipment on rental basis: hot and cold water dispenser, coffee maker, water percolator, small refrigerator, porcelain cups and saucers for VIP guests (per approximate quantity requirement), cutlery set for VIP guests (per approximate quantity requirement), glasses for VIP guests (per approximate quantity requirement), serving trays (per approximate quantity requirement), storage cabinet and shelves trash bins with ample supply of trash bags, small eating area with counters and bar stools, lockable door.
- VIP reception/meeting area should have the following on rental basis: lounge chairs, center table, smart LED screens (72 in) or screen with CD / DVD / USB player, appropriate lighting and accessories
- Live animation area should have the following: Video wall, public address system, appropriate lighting, furnishing and accessories, computer set with internet connection and printer, logo / photo wall
- Furniture/ appliances (on rental basis) should fit the current Philippine branding 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 and lighting
- Other accessories needed to achieve the desired theme
- Daily stand cleaning – before the opening and the closing of the Philippine stand
- Stand setup and dismantling supervision and stand maintenance for the duration of the fair
- Exclusive Internet connection at the stand (accessible to the Philippine delegation members)

B. Final design and lay-out for execution shall be reviewed and discussed with the concerned officer in the PDOT.

C. Final revision of design should be duly approved and signed by the end-user

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

E. Dismantling inclusive of storage, transportation, disposal of the aforementioned booths / parts and egress on the date designated by the event organizers and as appropriate.

V. TIME FRAME AND SCHEDULE OF WORK

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

January 23-24 :	Set-up of Philippine booth or as per event schedule
January 25-28 :	Holding of EMITT 2018
January 29 :	Dismantling of Philippine booth or as per event schedule

BUDGET

Total Budget allocation for the booth is **USD 56,000.00** (or its Philippine peso equivalent) inclusive of taxes. Financial proposal should allow for 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 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.

PROJECT OFFICER

Mr. Francisco M. Lardizabal / Ms. Marjorie Quiaoit
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INSTRUCTIONS TO BIDDERS:

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
2. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).
3. The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	December 22, 2017 to January 12, 2018 (8:00 a.m. to 5:00 p.m. Philippine time) January 15, 2018 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
2. Pre-bid Conference (Skype Account Name: dot-bac)	January 3, 2018 (11:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
3. Deadline for Request for Clarification (jaolba@tourism.gov.ph)	January 5, 2018
4. Issuance of Supplemental / Bid Bulletin	January 8, 2018
5. Deadline of Submission and Receipt of Bids	on or before January 15, 2018 until 9:00 a.m. only Philippine time 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	January 15, 2018 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

4. Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4th Floor, DOT Bldg., No. 351, Sen. Gil Puyat Ave., Makati City, Philippines, 1200 (Tel. Nos. [+632] 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City Philippines or deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. Bidders are advised to e-mail (jaolba@tourism.gov.ph) a scanned copy of the deposit slip as proof of payment.
7. Bidders are required to submit in sealed envelope seven (7) copies the following:

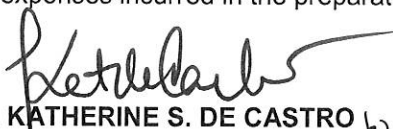
7.1 For **Foreign Bidders**:

- 7.1.1 Certificate of Registration or license to engage in business issued by relevant government authority;
- 7.1.2 Statement of Bidder's experience (***please refer to Annex A***) relevant to the deliverables in the Terms of Reference in the past two (2) years;
- 7.1.3 Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.4 Bid Security in the form of cash or cashier's/managers check issued by a bank in good standing, payable to the Philippine Department of Tourism in the amount equivalent to ***Two Percent (2%) of the ABC – PhP56,517.44 or its equivalent in USD or*** Duly Notarized Bid Securing Declaration (***please refer to Annex B***)
- 7.1.5 Conformity with the Terms of Reference (***please refer to Annex C***);
- 7.1.6 Proposed Booth Design and Layout;
- 7.1.7 Statement by the Bidder or its duly authorized representative (***Duly Notarized Omnibus Sworn Statement – please refer to Annex D***); and
- 7.1.8 Financial Proposal Form (***please refer to Annex E***)

7.2 For **Filipino Bidders**:

- 7.2.1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR;
- 7.2.2 Statement of the prospective bidder of all its ongoing government and private contracts (***please refer to Annex F***), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- 7.2.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last two (2) years (***please refer to Annex G***);
- 7.2.4 The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (***please refer to Annex H***) ***or*** Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = ***PhP282,587.20***; and
- 7.2.5 Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- 7.2.6 The bid security in any of the form below:
 - 7.2.6.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank – ***Two Percent (2%) of the ABC – PhP56,517.44; or***
 - 7.2.6.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank - ***Two Percent (2%) of the ABC – PhP56,517.44; or***

- 7.2.6.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – **Five Percent (5%) of the ABC – PhP141,293.60; or**
- 7.2.6.4 Duly Notarized Bid-Securing Declaration (**please refer to Annex B**)
- 7.2.7 Conformity with the Terms of Reference (**please refer to Annex C**);
- 7.2.8 Duly Notarized Omnibus Sworn statement (**please refer to Annex D**).
- 7.2.9 Financial Bid Form (**please refer to Annex E**).
8. All documents shall be current and updated and translated in English. Any missing document in the above-mentioned requirements is a ground for outright rejection of the bid.
9. In case of foreign bidders, the eligibility requirements or statements, the bids and all other documents to be submitted to the BAC must be in 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.
10. To facilitate the evaluation of the bids, bidders are advised to follow the arrangement of the required documents in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
10. The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.


USEC. KATHERINE S. DE CASTRO
Philippine Department of Tourism
BAC Chairperson