



DOT-BAC IB No. 2018-004

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 Moscow, Russia bidders with company based or has an affiliate in Russia, will be preferred.

TERMS OF REFERENCE

I. PROJECT TITLE: DESIGN, SET UP AND DISMANTLING OF THE PHILIPPINE BOOTH AT THE MOSCOW INTERNATIONAL TRAVEL AND TOURISM (MITT) EXHIBITION 2018

II. BACKGROUND:

In line with our continuing efforts to increase tourist arrivals from Russia, the Philippine Department of Tourism (DOT) will be participating in the Moscow International Travel and Tourism Exhibition. The MITT is the leading and largest travel and tourism exhibition in Russia. It will be held from March 13 to 15, 2018 at the Expocentre, Moscow, Russian Federation.

III. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism is in need of the services of a European- based company, preferably in Russia or Germany engaged in the business of designing, setting-up, and dismantling booths for travel fair for the Philippine Stand at MITT 2018.

The set-up of the aforementioned booth aims to attain the following objectives:

- A. Generate positive name recall of the Philippine brand as a "more fun destination" for the Russian & CIS markets;
- 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, press 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 interviews for DOT and its partners at the Philippine booth in MITT 2018.

To be able to achieve the above-mentioned objectives, bidders shall submit 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 following the rules and regulations set by the organizers and the Philippine Department of Tourism.

B. Booth Details

1. Size: 120 sq. m./island stand (4 sides open)

2. Layout

- Should provide individual negotiating tables with 2 chairs for each participating Philippine partners/exhibitors located along the perimeter of the stand (approximately 10-12 exhibitors), with own charging areas and lockable cabinets with individual negotiating (glass) tables and 3 chairs (right at the back of each counter)
- 1 VIP reception area featuring Filipino furniture, decoration and accessories and fresh plants and flowers
- 1 Philippine information counter with storage area, two bar stools; must also have a mounted digital/interactive exhibitor directory on the counter
- Special area for live animation and a table for bar flair tendering
- A rectangular hanging overhead signage featuring the "PHILIPPINES" and various Philippine destinations as backdrop (choices: Davao, Boracay, Palawan, Cebu, Siargao, Manila, Bohol)
- It's More Fun in the Philippines (new) logos at the information counter with 3D effect)
- Philippine destination images (large-scale printed/floor to ceiling printing, 3.5 to 5 meters in height) as outside backdrop of the side walls of the storage area (choices: Davao, Boracay, Cebu, Palawan, Siargao, Manila, Bohol)
- Four (4) 50-inch LED TVs and CD/DVD/USB video players/cum video wall
- One (1) 50-inch LED TV and CD/DVD/USB vide player at the VIP area to play/feature It's More Fun and destination videos
- Kitchen cum dining area for the Philippine delegation with storage area

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

4. Specific booth requirements and rental of equipment and furniture

- Booth design and set-up inclusive of backlit walls, storage bins-cum-lockable lockers, kitchen, lockers for personal belongings, a VIP area, animation area, and information counter
- Printing of appropriate backdrop visuals/banners/mini banners/interior décor, overhead ceiling banners and interior decor 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 hanging overhead signage with the word "PHILIPPINES" and Philippine destinations (top choices: Davao, Boracay, Cebu, Palawan, Siargao, Manila, Bohol)
- Elevated carpeted flooring to cover the electrical wiring and connections;
- Philippine Information Counter/s should have the following: at least 2 chairs, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories
- Individual work stations should have the following: 1 counter with lockable storage cabinet, 2 bar stools, 1 meeting table, 3 chairs, individual electric outlets and adaptors, company signage on the counter and on the table and table centrepiece
- Storage areas should have the following: lockable lockers, coat racks, hangers, ample shelves for brochures, trash bins with ample supply of trash bags and lockable door
- General and VIP reception areas should have the following: lounge chairs, center table, 1 big screen (50-in) or screen with CD / DVD / USB player, appropriate lighting and accessories
- Live performance/interactive/animation area should have the following: It's More Fun in the Philippines (new) logo, public address/sound system/mixer, public address system, appropriate lighting and wiring, furnishing and accessories, electrical sockets, microphones, speakers and microphones
- One (1) area to allow booth visitors to experience the Philippines' destination through virtual reality technology
- Furniture/appliances (on rental basis) that would 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 and fees (ample supply of electricity, running water, suspensions and permits)
 - Sufficient power outlets and lighting
 - Service kitchen and dining area should have the following equipment on rental basis: sink with running water, hot and cold drinking water dispenser with ample supply of mineral water, coffee maker, small refrigerator, microwave, 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 areas with tables and bar stools, lockable door;
 - Daily stand cleaning – before the opening, during and the closing of the Philippine stand
 - Stand set-up, dismantling supervision, and stand maintenance for the duration of the fair
 - Exclusive internet connection subscription at the stand using the official MITT service provider (accessible by the Philippine delegation members)
 - Other accessories needed to achieve the desired theme
5. Included in the deliverables of the supplier as part of the ABC but are on loan basis only :
- Chairs, bar stools, tables
 - Coat and brochure racks, hangers and mirror
 - Big screen, TV sets, CD/DVD/USB player, computer set, sound system
 - Hot and cold dispenser, coffee maker, refrigerator, microwave, sink
 - Porcelain cups and saucers, glasses, cutlery set, serving trays
- C. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.
- D. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.

V. TIME FRAME AND SCHEDULE OF WORK

The contract duration is for a period of three (3) months with the following schedule of work:

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|-------------------------|---|
| 1. March 09-12, 2016 | Set-up of Philippine booth at the MITT 2018 |
| 2. March 13 to 15, 2018 | MITT 2018 (Stand maintenance) |
| 3. March 16, 2018 | Stand dismantling |

3. BUDGET

Total Budget allocation for the Philippine booth is Pesos 2,385,000.00 or US\$45,000* inclusive of taxes

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.

4. PAYMENT PROCEDURE

Following is the payment procedure:

50% upon completion of stand set-up

50% within 30 days upon dismantling of Philippine booth, submission of invoice and satisfactory delivery of services specified in Section IV of this Terms of Reference

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	February 7 to February 26, 2018 (8:00 a.m. to 5:00 p.m. Philippine time) February 27, 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)	February 15, 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)	February 19, 2018
4. Issuance of Supplemental / Bid Bulletin	February 20, 2018
5. Deadline of Submission and Receipt of Bids	on or before February 27, 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)	February 27, 2018 (11:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

3. 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 PhilGEPS Registration Number;
- 7.1.2 Certificate of Registration or license to engage in business issued by relevant government authority;
- 7.1.3 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;
- 7.1.4 Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.5 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 – PhP47,700.00 or its equivalent in USD or*** Duly Notarized Bid Securing Declaration (***please refer to Annex B***)
- 7.1.6 Conformity with the Terms of Reference (***please refer to Annex C***);
- 7.1.7 The prospective bidder's ***computation for its Net Financial Contracting Capacity (NFCC) (please refer to Annex H)*** ;
- 7.1.8 Proposed Booth Design and Layout;
- 7.1.9 Statement by the Bidder or its duly authorized representative (***Duly Notarized Omnibus Sworn Statement – please refer to Annex D***); and
- 7.1.10 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 = ***PhP238,500.00***; 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 – PhP47,700.00; 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 – PhP47,700.00; 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 – PhP119,250.00; 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