



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8183507
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Services of a Service Provider for the Philippine Travel Mart (PTM) 2021 Booth Construction, Design Set-up, and Dismantling of the Philippine Booth

Area of Delivery

Solicitation Number:	RFP No. 2021 - 11 - 0171	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	12/11/2021
Approved Budget for the Contract:	PHP 758,222.00	Last Updated / Time	11/11/2021 18:36 PM
Delivery Period:		Closing Date / Time	15/11/2021 14:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TERMS OF REFERENCE

I. PROJECT TITLE : Philippine Travel Mart (PTM) 2021 Booth Construction, Design Set-up, and Dismantling of the Philippine Booth

II. PROJECT DATE : November 26 to 28, 2021

III. MINIMUM REQUIREMENTS

- A. Must submit at least two (2) to three (3) proposed design based on the products (Nature-Based Tourism, Culinary, Medical Tourism and English as a Second Language (ESL); booth design subject to DOT-OPMD approval.
- B. Must be a Philippine-based organization capable of exhibition booth construction
- C. Must have at least five (5) years of experience in setting up of exhibition booths for international and local events the event organizer
- D. Must be authorized/accredited by the event organizer
- E. Must be accredited by the event organizer and must present certification from PHILTOA
- F. Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- G. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- H. Must be willing to provide services on send-bill arrangement

IV. SCOPE OF WORK AND DELIVERABLES

Below are the services required by the Philippine Department of Tourism:

A. BOOTH SIZE AND LOCATION

Dates : November 26 to 28, 2021

Venue : Booth B02 and C03 in Hall 3 and 4

Booth Size: 2 units of 54sqm (9m x 6m) raw island type booth space (4 sides open)

B. BOOTH DETAILS

Set-up of the said booth must include the following provisions:

Special Booth Shell Type Design for the two (2) pavilion

THE FOLLOWING SPECIFICATIONS MUST BE APPLIED PER PAVILION:

One (1) Philippine information counter on strategic side of the stand with back lit graphic work (official DOT logos and key visuals) in appropriate high print quality, at least two (2) bar stools, electrical outlets for laptops/tablets, one (1) brochure rack, and one (1) business card fishbowl. Counter must also be equipped with lockable storage intended for promotional and information materials;

Backlit Fascia Board with DOT Philippines logos/slogans/campaigns (design is subject to DOT's approval)

Provision of at least eight to ten 0.75 m x 0.75 m information tables for each regional office/private sector participant along the perimeter of and within the Philippine Booth with company/stakeholders signage/logo, at least two (2) chairs, electrical outlet with at least two (2) sockets for charging, and lockable storage intended for exhibitors' promotional and information materials and personal belongings; (confirm with supplier for the allowable number of exhibitors/tables per booth)

One (1) VIP Reception Area/Lounge featuring tropical-inspired furniture and décor that can comfortably accommodate 3-5 guests for high-level meetings and VIP meet and greets;

Area for audio-visual presentation equipped with technical facilities (i.e., sound system, LED wall);

One (1) LED wall (3 meters x 2 meters) with advance audio-video capability and at least one (1) dedicated technical staff to operate the video wall for the duration of the exhibition;

One (1) LED TV (50 inches) with USB connection capability;

At least 6 large-scale photo panels (3 to 3.5 meters in height) with DOT photos (in appropriate high print quality) of the Philippines' key destinations and products (Photos to be provided by the DOT OPMD);

Fast and reliable WIFI/internet access/connection for all laptop computers and devices

Provision of at least two (2) automatic alcohol dispenser inside the Philippine booth for visitors and stakeholders

One (1) storage room with the following:

Cabinet with at least 4 lockable compartments for personal belongings;

Cabinet with at least 4 shelves for storing stock promotional and information materials;

1 Working table;

Lockable doors;

6 units of Spotlight and with arm for backdrop and tower

One (1) mobile bar area that can serve free-flowing coffee and hot and cold water dispenser with ample supply of water for the duration of the expo, inclusion of refreshments (individually wrapped snacks e.g. candies-preferably local brand)

Trash bins with ample supply of trash bags for the duration of the event.

Elevated (10 mm) carpeted platform/floor to conceal the electrical wirings and connections;

Provision of at least one (1) accessibility ramp/mobility aid on the two sides of the booth;

Strong lighting in general areas to highlight stand visibility;

All exhibition venue connections (electricity, water, and hanging banner suspensions);

All materials rented and used for the booth shall be considered waste materials after the event.

Other accessories needed to achieve the desired theme

All furniture and fixtures must reflect a modern Philippines and adhere to the "It's More Fun in the Philippines" theme and include the "Have a Safe Trip, Pinas" campaign

V. BOOTH SET-UP AND DISMANTLING

Booth set-up, installation, and dismantling of the exhibition set up of the Philippine Booth, must conform to the schedule, rules, and regulations set by the exhibition organizers and venue.

VI. TIME FRAME AND SCHEDULE OF WORK

All interested parties must submit working design drawings and cost schedules within six (6) days upon receipt of the document.

1. Design and approval of the booth - November 15-17, 2021

2. Booth Set-up and Turnover - November 25, 2021

3. Exhibition Proper/Stand Maintenance - November 26 to 28, 2021

4. Booth Dismantling - November 28, 2021

VII. BUDGET

Total Budget allocation for the Philippine Booth is at PHP 758,222.00 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.

VII. EVALUATION PROCEDURE

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" and "Have a Safe Trip, Pinas" campaign and PTM's theme which is "Fundemic: Byahe na, Pinas muna" and financial package cost, provided that the amount of bid does not exceed the above total budget.

Criteria (Rating System for Shortlisting of Consultants)

% Weight

I. Experience in the design and set-up of booth for the large-scale local/international events organized in the past

50% A. Experience of the firm in handling similar nature of work

20% Experience of the firm in handling similar nature of work 5 years and above

20% Experience of the firm in handling similar nature of work for 3-4 years

10%

B. List of similar projects implemented for the last 5 years

30% 8 or more projects with at least two (2) projects with DOT and/or Attached Agencies

30% 5-7 projects with at least one (1) project with DOT and/or Attached Agencies

15% Less than 5 projects with at least 1 government project

10%
 II. Expertise in the design, concept, and theme based on submitted previous work of the consultant for Philippine Travel Mart (PTM)
 30%
 III. Current workload relevant to capacity (must be at least equal or above the ABC cost)
 20%
 Current workload relevant to capacity (must be at least equal or above the ABC cost)
 20%
 Total Rate
 100%
 Hurdle Rate
 70%
 VIII. PAYMENT TERMS
 50% upon submission and approval of final stand design
 50% within 30 days upon dismantling of the Philippine booth, submission of invoice, and satisfactory delivery of services specified in the Terms of Reference
 IX. CONTACT PERSON
 Contact Person : MIKHAELA DELA PAZ
 Office : Office of Product and Market Development (OPMD)
 Contact Number : local 504, 0915 948 0260- Dela Paz
 Email Address : mldelapaz@tourism.gov.ph
 APPROVED BY:
 RENEE MARIE N. REYES
 Director, Office of Product and Market Development

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Procurement of Services of a Service Provider for the Philippine Travel Mart (PTM) 2021 Booth Construction, Design Set-up, and Dismantling of the Philippine Booth	1	Lot	758,222.00

Other Information

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. 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.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.
3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)
8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 15 November 2021 at 2:00 pm. Late and unsigned proposals shall not be accepted.

Date Created 11/11/2021

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