



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8722878  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** Booth Design, Set-up and Dismantling of the DOT MIMAROPA Pavilion for the Travel Tour Expo 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-06-05	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Events Management	<b>Date Published</b>	03/06/2022
<b>Approved Budget for the Contract:</b>	PHP 100,000.00	<b>Last Updated / Time</b>	02/06/2022 14:35 PM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	06/06/2022 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com		

#### Description

IMPLEMENTATION: June 24 - 26, 2022

#### MINIMUM REQUIREMENTS:

1. Must have experience working on the travel and trade fair and/or other similar events.
2. Must be able to provide samples of previous work.
3. Must be able to provide services on a Send-Bill Arrangement.
4. Must have PhilGEPS Registration

#### SCOPE OF WORK/DELIVERABLES:

##### BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the TravelTour Expo 2022.
- Facilitate Ingress and Egress proceedings, as well as forms and permits needed to conduct smooth installation of the booth.
- Maintenance of the booth for the duration of the event.
- Provision of personnel who could handle and troubleshoot problems in the booth.
- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
  - o Sample Theme Design of Booth
  - o All design and landscaping materials and procedures for a Nine square meters by Six square meters (54 sqm) pavilion

- o Rent of 6 Tables and 12 Chairs
- o Rent of One (1) 60 – 70 inches Flat-screen Television with mountable stand
- o Rent of brochure racks
- o Meeting area with a furniture set consisting of a table and sofa set, and a dedicated cordon of velvet rope or other available material
- o Storage space
- o All labor-related expenses
- o All other expenses necessary for the construction of the booth

#### DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Proposed Design for the Booth
5. Portfolio of previous work experience (e.g. photos, certificates, etc.)

Deadline of Submission of Quotation and Proposed Design is on or before 5:00pm of June 6, 2022 (Monday).

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Contact Person: Mr. Reynaldo P. Gabriel Jr.  
DOT MIMAROPA Regional Office  
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**Created by** Faye Angeli Argamosa Reyes

**Date Created** 02/06/2022

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