



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7156373
Procuring Entity DEPARTMENT OF TOURISM
Title Events Management Company in Thailand
Area of Delivery

Solicitation Number: 2020-08-0073	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Events Management	Date Published	06/08/2020
Approved Budget for the Contract: PHP 802,393.00	Last Updated / Time	05/08/2020 12:34 PM
Delivery Period:	Closing Date / Time	10/08/2020 16:00 PM
Client Agency:		
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. PROJECT TITLE : Events Management Company in Thailand

II. PROJECT DATE : October 1 to 4, 2020

III. BACKGROUND

The Thailand Travel and Dive Expo (TDEX) is an annual four-day expo established in 2004 to support the growth of the scuba diving industry and showcase activities and equipment related to dive tourism. The show is one of the most recognized scuba diving expos in Asia and is marketed as "The Real Business Hub for the Diving Industry," registering more than 80,000 visitors and more than 250 booths from local and international dive companies including dive certifying schools, dive equipment manufacturers, underwater photographer equipment manufacturers, underwater photographers, dive resort operators and dive enthusiasts.

Office of Product and Market Development (OPMD) - Dive participated in last year's show to network with key industry stakeholders in the Region, and to conduct product presentations and business to business (B2B) meetings.

EVENT DATE VENUE

THAILAND TRAVEL October 1-4, 2020 Bangkok International Trade AND DIVE EXPO (TDEX) 2020 and Exhibition Centre

IV. OBJECTIVES

To provide a platform for the Department and the private sector to meet, establish, and renew linkages with dive industry partners in Thailand.

To generate marketing and promotions leads that the Department can support to further its goals in the marketplace.

To heighten the market presence of the Philippines among Thai divers and make it a preferred destination for a dive holiday

Generate positive "name recall" of the Dive Philippines brand for the Thailand dive market;

Create an atmosphere that reflects the Philippines as the "hottest" diving destination in Asia;

Create a high-impact and interactive booth design to attract and encourage consumer, press and dive travel trade to visit the Philippine booth;

Provide a highly functional yet visually appealing area for Philippine tourism information, product updates, audio visual presentations, tabletop business meetings, and other animation activities. Bidders shall submit a proposed design and layout for the booth design and set-up for the Philippine Booth.

V. MINIMUM REQUIREMENTS

A. Must be a company capable of providing the following services:

1. Engage the services of a booth contractor authorized by the organizer for the design, installation and dismantling in the Philippine Booth at the Thailand Travel and Dive Expo (TDEX) 2020
 2. Engage the services of a printing press company to conceptualize and develop collateral
 3. Logistical requirements
 4. Organize a digital B2B event and a digital based participation in the booth
- B. Must have experience and expertise in planning, implementing and managing major international events in Thailand
- C. Must have handled similar projects /requirements in the past, particularly dive events
- D. Must have the capability to operate in Bangkok, Thailand
- E. Must have experience in dealing with National Tourism Organizations preferably the Philippine Department of Tourism
- F. Must have a DOT certification of satisfaction from previous project
- G. Must have in-depth knowledge of the Philippines
- H. Must be willing to do advance payment to relevant suppliers on reimbursement basis
- I. Must be able to get accreditation from N.C.C Exhibition Organizer Co., Ltd., (NEO) and/or the Bangkok International Trade and Exhibition Center (BITEC)
- J. Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- K. Must have the capability to invest, coordinate shipment to organizers of the dive show,
- L. Must be able to provide a digital platform for the B2B exchange and charges related to the same is covered within the budget

VI. SCOPE OF WORK AND DELIVERABLES

I. Thailand Dive Expo (TDEX) – October 1 to 4, 2020

A. Booth Space Participation

Coordinate with the TDEX organizers for DOT's booth reservation, installation and dismantling; The winning EMC shall coordinate to the event organizer the booth space participation amounting to \$4,140.00 or Php 221,490.00 charged to OPMD-Thailand's approved budget.

B. Activities at the Philippine Booth

1. Create a program/activities that will generate traffic to the digital medium that will connect our dive operators, Thai and Philippine, to the booth visitors.
2. Hire services of Thai interpreters (at least 2 to 3) to help man, assist and do translations at the Philippine Booth on queries addressed to our Philippine exhibitors participating thru the digital medium.

C. Dive Map/Brochure and Giveaways

1. Produce/Print 1,000 copies (A4, back to back printing) of dive maps/brochures in Thai language.
2. Produce giveaways 500 pieces (i.e, Dive Philippines tote bags).

D. Business-to-Business (B2B) Digital Networking Meeting with Thai Dive Agents/Operators/Clubs

1. Secure an appropriate digital based platform for the conduct of B2B exchange which will enable the Philippine sellers to participate from the Philippines
2. Handle invitation/confirmation of attendance of 15 to 20 Thai dive agents
3. Arrange for venue of the B2B digital networking meeting for 30pax
4. Schedule appointments between Philippine sellers and Thai buyers using an appropriate digital applications .
5. Provision of five (5) laptop computer for the digital networking meeting
6. Prepare/Implement program for the B2B Digital Networking Meeting
7. Hire the services of Thai & English interpreters that will be available physically or digitally to assist in the negotiation meetings on need basis

E. Philippine Presentation

1. Facilitate payment for Thai diver influencer who will present about diving in the Philippines
2. Invite expo goers to increase attendance to the Philippine presentation.

II. Booth design, strictly following the rules and regulations set by the fair organizers.

Booth Details

A. Size: 18sq.m. (3.00 x 3.00 m.)

B. Layout

42" LED TV that will project dive videos and images in the Philippines.

A Philippine Information counter equipped with the health safety measures by the Organizer , with 1 Laptop Computer and digital application and should be bigger than the rest of the counters.

Additional Four Counters equipped with the health safety measures by the Organizer , with 1 Laptop Computer / counter and high speed internet digital application for B2C use.

C. General stand design theme: DIVE PHILIPPINES

D. Specific stand requirements:

Special Booth Shell Type design construction inclusive of walls.

Printing of appropriate backdrop visuals/ overhead ceiling banners/ interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme as a dive destination.

Elevated carpeted flooring to cover the electrical wiring and connections, floor must be covered with blue carpet.

1 set of system structure for backdrop (6.00 x 2.50m)

1 set of system structure for tower (3.00 x 2.50 x 3.50m)

One (1) Philippine Information Counter should have the following: 1 Table /Counter with Laptop

Computer, high speed internet & Digital application for webinar , 2 black bar stool, 42" inch LCD screen, power outlet, lockable cabinet, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories, and clear PVC for health safety measure /social distancing. Four (4) Individual work stations should have the following: 1 table/counter with laptop , high speed internet and digital application for webinar, lockable storage cabinet, 1 chair, individual electric outlets and adaptors, and clear PVC as required for social distancing.

1 set of discussion table consist of 1 high round table with 2 white bar stools

Furniture should fit the tropical setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, etc.

All exhibition venue connections (electricity and small bottled water, suspensions and permits) Fast and reliable internet access / connection for all Laptop Computers with the required digital webinar application.

Provision of Four (4) laptop computer to be used for the B2C component of event

Provision of 7 units socket 5 Amp (Laptop 4 point, Information counter 1 point, Discussion 1 point, TV 1 point)

8 units of Spotlight with arm for backdrop and tower

Sufficient power outlets and lighting

Other accessories needed to achieve the desired theme

Safety Standard Hygiene such as Alcohol-based-sanitizing gel must be provided at the respective Webinar Counters for B2C inside the Philippine booth for the visitors .

Daily stand cleaning and disinfection of the Philippine stand – before the opening, closing, and as needed (following the guidelines issued by the organizer).

Stand construction and dismantling supervision and stand maintenance for the duration of the fair. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

E. Construction and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.

F. Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.

III. DEVELOPMENT OF DIVE PRODUCTS FOR THE TDEX

A. Arrange line up of Thai attendees and moderate the OPMD TIV roundtable discussion that will gather the exhibitors, Thai and Philippines, on discussions regarding packaging dive products under the new normal. The webinar to be arranged in coordination with PDOT OPMD TIV.

VII. BUDGET

Total Estimated Budget Php 802,393.00 or \$ 14,998.00

1. Booth Special Shell Type Design and Installation, Rental of 5 Laptop Computers with high speed internet, Thai & English interpreters, and Digital Application for B2C during the duration of expo: Php 355,668.00 or \$6,648.00

2. B2B digital Platform and rental of 5 Lap Top computers with High Speed internet, Thai & English interpreters, coffee break (20-30 packed coffee /snack), networking and in booth expenses (giveaways, collateral, & 2 days speaker honorarium: \$8,350.00 or Php 446,725.00

*Inclusion of Booth Space Participation and Special Shell Type Construction

*Booth Space Participation amounting to \$4,140.00 or Php 221,490.00 charged to OPMD-Thailand's approved budget

*Does Not Include Event Management Fee

The total working budget must be 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.

VIII. PAYMENT TERMS

Send bill arrangement, government terms

IX. CONTACT PERSON

Contact Person : Katherine D. Patawaran

Office : Office of Product and Market Development (OPMD) - Dive

Contact Number : +639778414411

Email Address : kpatawaran@tourism.gov.ph

divephilippines@tourism.gov.ph

Other Information

Eligibility Requirements:

1. Latest Mayor's/Business Permit (Equivalent documents in Thailand)

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return for ABC's above Php500, 000.00

4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above Php50, 000.00

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

In the case of foreign bidders, the eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be 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.

Kindly submit your eligibility requirements together with your quotations thru email and send to jsfrancisco@tourism.gov.ph

Deadline for the submission of quotations is on or before August 10, 2020 at 4:00 pm. Late bids shall not be accepted and unsigned quotation will be disqualified.

Created by John Paulo Samonte Francisco
Date Created 05/08/2020

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