



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6862686  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Booth Contractor for the CAPA Middle East and Africa Aviation Summit in Amman, Jordan  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2020-02-0021 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Services <b>Approved Budget for the Contract:</b> PHP 1,000,000.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	14/02/2020
	<b>Last Updated / Time</b>	13/02/2020 17:23 PM
	<b>Closing Date / Time</b>	17/02/2020 10:00 AM
<b>Contact Person:</b> Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  norjannahlucman@gmail.com		

#### Description

Booth Contractor to handle booth design, set-up, and dismantling of the Philippine Booth

II. PROJECT TITLE : CAPA Middle East and Africa Aviation Summit in Mövenpick Resort & Spa, Dead Sea, Amman, Jordan

#### III. MINIMUM REQUIREMENT OF SUPPLIER:

- Must be willing to provide services on send-bill arrangement
- Must be an international contractor/builder OR a local contractor/builder with an affiliate/partner in the Middle East

#### IV. SCOPE OF WORK/DELIVERABLES

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 setup the stand.

#### Booth Details

1. Size - 12 sq. meters/island stand or 3 sides open (6m x 2m)
2. Layout - materials for rental only
  - Three (3) wooden high tabletop with chairs (3 each)
  - One (1) wooden Philippine Information Counter with It's More Fun in the Philippines logo
  - 2 chairs for the Philippine Information Counter
3. Booth graphics: IT'S MORE FUN IN THE PHILIPPINES destination photos
4. Specific stand requirements
  - Stand installation inclusive of appropriate lighting, storage cabinets/lockers for personal belonging.
  - Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
  - Carpeted flooring

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- One (1) LED TV screen on the middle of the backdrop preferably minimum of 65" size.
- All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
- Sufficient power outlets and lighting and adopters as necessary.
- Other accessories needed to achieve the desired theme.
- Daily stand cleaning – before the opening, during the closing of the Philippine stand.
- Stand and construction and dismantling supervision and stand maintenance for the duration of the fair.
- Coffee/Tea station with ample supply of water and other supplies.

- B. Coordination with other service providers that is needed in the setup of the booth (Ancillary services etc.)
- C. Disposal of the booth/parts and egress on the dates designated by the event organizers.
- D. All materials used for the booth set up are considered as waste materials after the event.

**V. TIME FRAME AND SCHEDULE OF WORK**

The contract duration is a period of four (4) days with the following schedule of work:

- February 29 Ingress (or according to official event schedule)
  - March 1-3 Stand maintenance / Event Proper
  - March 3 Egress (or according to official event schedule)
- Note: Booth design should be submitted with the proposal.

**VI. BUDGET**

Total Budget allocation for the Philippine booth is amounting to Php 1,000,000.00 (One Million Pesos) or Nineteen Thousand Six Hundred Seven Dollars and Eighty-Four Cents (USD19,607.84) 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. Full payment shall be made upon completion of the project (send bill arrangement).

\*1 USD = 51 PHP

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.

**VII. PROJECT OFFICER**

MR. GHIENEL GUSTILO  
 Department of Tourism  
 351 Sen. Gil Puyat Avenue, Makati City  
 Email Address: gbgustilo@tourism.gov.ph  
 Tel. No.: (02) 459 5200 loc. 508

Line Items		Description	Quantity UOM		Budget (PHP)
Item No.	Product/Service Name		1	Lot	
1	Booth Coordinator	Booth Coordinator to Handle Booth Designs, Set-up and Dismantling of the Philippine Booth			1,000,000.00

**Other Information**

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Norjannah P. Lucman at Procurement Management Division, 4/F DOT Bldg., Sen. Gil Puyat, Makati City

**ELIGIBILITY REQUIREMENTS:**

- a. Registration certificate from Securities and Exchange (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; and
- b. Mayor's/Business permit issued by the city or municipality where the principal place of business of the perspective bidders is located, or the equivalent for Exclusive Economic Zones or Areas; and  
 (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184
- c. Philgeps Registration Number
- d. Latest Income/Business Tax Return (For ABCs above Php500K)
- e. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

2/13/2020

**Created by** Norjannah P Lucman  
**Date Created** 13/02/2020

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