



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6464131
Procuring Entity DEPARTMENT OF TOURISM
Title Booth Design, Set-up and Dismantling of the Philippine Booth at the Aviation Show MEASA 2019

Area of Delivery

Solicitation Number: 2019-09-0213	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Events Management	Date Published	13/09/2019
Approved Budget for the Contract: PHP 1,000,000.00	Last Updated / Time	12/09/2019 15:27 PM
Delivery Period:	Closing Date / Time	16/09/2019 10:00 AM
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

PROJECT TITLE: BOOTH DESIGN, SET-UP AND DISMANTLING OF THE PHILIPPINE BOOTH AT THE AVIATION SHOW MEASA 2019
 October 14-15, 2019 in Dubai, UAE

I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and setup booths for travel and consumer fairs for the Philippine Stand at The Aviation Show MEASA 2019.

The setup of the booth aims to attain the following objectives:

- A. Generate positive "name recall" of the Philippines and promote the country's tourist destinations and airports;
- B. Create an atmosphere that highlights the country's "It's More Fun in the Philippines" brand;
- C. Attract and encourage consumer, press, and travel guests to visit the Philippine booth;
- D. Provide a highly functional yet visually appealing area for provision of Philippine tourism information, product updates, audiovisual presentations, tabletop business meetings, and other interactive activities.

II. BACKGROUND

Aviation Festival MEASA is part of the global aviation festival series that brings over thousands of airlines executives, airport officials, data suppliers, and other stakeholders through two days of incredible content and networking opportunities. The global aviation series spans across regional events dedicated to cover the most relevant topics for the specific super-region, namely: Aviation Festival Americas, Aviation Festival Africa, Aviation Festival Europe, Aviation Festival Asia, and Aviation Festival MEASA.

The Department has secured an 18 sq. m. booth for the above event.

III. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services of a UAE-based stand contractor / builder OR an international contractor/builder with an affiliate/partner in the UAE for the following:

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 18 sq. meters/island stand or 3 sides open

- Height limitation of 3.5m
- Elevation of 4"

2. Layout - materials for rental only

- Two (2) individual meeting tables with at least 2 chairs each.
- One (1) VIP area
- One (1) Philippine Information Counter with It's More Fun in the Philippines logo

3. Booth graphics: IT'S MORE FUN IN THE PHILIPPINES destination photos Specific stand requirements

- Stand installation inclusive of appropriate lighting, storage cabinets/lockers for personal belonging.
- One video wall measuring 1.5 x 2 meters in the middle of the backdrop
- Appropriate backdrop visuals/overhead ceiling banners/interior decor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
- Carpeted flooring
- All exhibition venue connections and fees (ample supply of electricity, suspensions and permits)
- Water and coffee provision during the event dates
- Sufficient power outlets and lighting.
- Other accessories needed to achieve the desired theme.
- Daily stand cleaning - before the opening, during the closing of the Philippine stand.
- Stand and setup and dismantling supervision and stand maintenance for the duration of the fair.

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.

IV. TIME FRAME AND SCHEDULE OF WORK

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

- October 13 Ingress (or according to official event schedule)
- October 14-15 Stand maintenance / Event Proper
- October 15-16 Egress (or according to official event schedule)

Note: Booth design should be submitted with the proposal.

V. BUDGET

Total Budget allocation for the Philippine booth is amounting to Php 1,000,000.00 (One Million Pesos) or its equivalent in US Dollar inclusive of government taxes. Financial proposal should allow for 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 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.

VI. PROJECT OFFICER

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

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

For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by the translation of the documents in English issued 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 quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)
(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.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before September 16, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 12/09/2019

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