



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	6503205
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
<b>Title</b>	Booth Design, Set-up and Dismantling of the DOT MIMAROPA Pavilion for the MIMAROPA Naturally Agri-Trade and Tourism Fair 2019
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	2019-037	<b>Status</b>	<b>Pending</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>	Construction Projects	<b>Date Published</b>	28/09/2019
<b>Approved Budget for the Contract:</b>	PHP 100,000.00	<b>Last Updated / Time</b>	27/09/2019 09:46 AM
<b>Delivery Period:</b>	6 Day/s	<b>Closing Date / Time</b>	01/10/2019 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

#### Description

I. IMPLEMENTATION : October 15-20, 2019

#### II. MINIMUM REQUIREMENTS:

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

#### III. SCOPE OF WORK/DELIVERABLES:

##### BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the MIMAROPA Naturally Agri-Trade and Tourism Fair.
- 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 All design and landscaping materials and procedures for a Four square meters by fifteen square meters (4 sq.m. x

15 sq.m.) pavilion

- o Rent of Ten (10) Tables and Twenty (20) Chairs
- o Rent of One (1) 32-inch Flat-screen Television with mountable stand
- o Rent of Ten (10) brochure racks to be placed beside the tables
- 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 All labor-related expenses
- o All other expenses necessary for the construction of the booth

#### IV. 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 12:00nn of October 2, 2019 (Wednesday).

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. Domenic Contreras  
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