



INVITATION TO BID

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers to bid for the hereunder project. Considering that the Philippine booth is to be set-up at the venue of the event in Barcelona, Catalonia, Spain, bidders with company based or has an affiliate in Spain, will be preferred.

TERMS OF REFERENCE

Project Title	:	WORLD ROUTES 2017
Job Specification	:	Booth Design, Set-up and Dismantling of the Philippine Booth At World Routes 2017
Date	:	September 23 – 26, 2017 (event proper)
Venue	:	Barcelona, Catalonia, Spain
Location	:	TBA
Booth size	:	100sqm (Island stand – 4 sides open)

I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and setting up booths for travel and consumer fairs for the Philippine Stand at World Routes 2017.

The set-up of the aforementioned 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, audio visual presentations, tabletop business meetings, and other interactive activities.

To be able to achieve the above-mentioned objectives, bidders shall submit a proposed design and layout for the aforementioned stand together with their financial bid.

II. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services 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 set-up the stand.

Booth Details

1. Size 100 sq. meters/island stand or 4 sides open
2. Layout – materials for rental only
 - Six (6) individual meeting tables with laptop security cables and at least 4 chairs each.

- An elevated (with ramp) VIP area for high-level meetings with audio-visual and technical facilities
 - One (1) Philippine Information Counter
 - One (1) table for the flair tending show
 - Area for video presentations equipped with audio-visual and technical facilities
 - Storage area – with water and coffee supply
3. Bar area (alcoholic and non-alcoholic drinks included) – for 100pax per day for 3 days
 4. General stand design theme: IT'S MORE FUN IN THE PHILIPPINES
 5. Special technology featuring different destinations (e.g.: touch screen, virtual reality)
 6. Specific stand requirements
 - Stand set-up inclusive of appropriate lighting, storage, lockers for personal belongings and VIP area, and presentation area.
 - Appropriate backdrop visuals/overhead ceiling banners/interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting
 - Carpeted flooring
 - Philippine Information Counter should have the following: LED TV screen, chairs, power outlet, lockable cabinets, laptop security cables, brochure racks, and stand layout appropriate visuals and accessories.
 - Individual work stations should have the following: 1 counter with lockable storage cabinet, meeting table, chairs, individual electric outlets and adaptors.
 - Storage areas should have the following: lockers, coat racks, ample shelves for brochures, working table and mirror.
 - Coffee maker with coffee, milk/creamer, sugar, disposable cups and stirrer.
 - Water dispenser with disposable cups and daily supply of potable water
 - Furniture should fit the "It's More Fun in the Philippines" setting and conform to the recommended by layout by bidding company to include counters, tables, chairs, shelves, hangers, mirrors, etc.
 - All exhibition venue connections and fees (ample supply of electricity, running water, suspensions and permits)
 - 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 set-up and dismantling supervision and stand maintenance for the duration of the fair.
 - B. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the fair/event organizers.
 - C. Coordination with other service providers that is needed in the set-up of the booth (Ancillary services etc.)
 - D. Storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers.
 - E. All materials used for the booth set up are considered as waste materials after the event.

III. TIME FRAME AND SCHEDULE OF WORK

The contract duration is a period of seven (7) days with the following schedule of work:

1. September 22-24 Set-up Philippine booth at World Routes 2016
(or according to official event schedule)
2. September 24-26 World Routes 2017 (Stand maintenance)
3. September 27-28 Stand Dismantling
(or according to official event schedule)

IV. BUDGET

Total Budget allocation for the Philippine booth is USD 80,000 or its Philippine Peso equivalent 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).

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.

PROJECT OFFICER

Mr. Erwin F. Balane / Ms. Soleil P. Tropicales
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 351 Sen. Gil Puyat Avenue, Makati City
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 Tel. No.: (02) 459 5200 loc. 517 / 520

INSTRUCTIONS TO BIDDERS:

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria.
2. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).
3. The complete schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedule</i>
1. Issuance and availability of Bidding Documents	August 12 to September 1, 2017 (8:00 a.m. to 5:00 p.m. Philippine time) September 4, 2017 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
2. Pre-bid Conference (Skype Account Name: dot-bac)	August 22, 2017 (11:30 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
3. Deadline for Request for Clarification (jaolba@tourism.gov.ph)	August 24, 2017
4. Issuance of Supplemental / Bid Bulletin	August 29, 2017
5. Deadline of Submission and Receipt of Bids	on or before September 4, 2017 until 9:00 a.m. only Philippine time 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	September 4, 2017 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

4. Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4th Floor, DOT Bldg., No. 351, Sen. Gil Puyat Ave., Makati City, Philippines, 1200 (Tel. Nos. [+632] 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City Philippines or deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
6. Bidders are advised to e-mail (jaolba@tourism.gov.ph) a scanned copy of the deposit slip as proof of payment.
7. Bidders are required to submit in sealed envelope seven (7) copies the following:

7.1 For **Foreign Bidders**:

- 7.1.1 Certificate of Registration or license to engage in business issued by relevant government authority;
- 7.1.2 Statement of Bidder's experience (**please refer to Annex A**) relevant to the deliverables in the Terms of Reference in the past two (2) years;
- 7.1.3 Audited Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.4 Bid Security in the form of cash or cashier's/managers check issued by a bank in good standing, payable to the Philippine Department of Tourism in the amount equivalent to **Two Percent (2%) of the ABC – USD1,600 or its equivalent in PHP or** Duly Notarized Bid Securing Declaration (**please refer to Annex B**);
- 7.1.5 Conformity with the Terms of Reference (**please refer to Annex C**);
- 7.1.6 Proposed Booth Design and Layout;
- 7.1.7 Statement by the Bidder or its duly authorized representative (**Duly Notarized Omnibus Sworn Statement – please refer to Annex D**); and
- 7.1.8 Financial Proposal Form (**please refer to Annex E**)

7.2 For **Filipino Bidders**:

- 7.2.1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR;
- 7.2.2 Statement of the prospective bidder of all its ongoing government and private contracts (**please refer to Annex F**), including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- 7.2.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last two (2) years (**please refer to Annex G**);
- 7.2.4 The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (**please refer to Annex H**) **or** Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to ten percent (10%) of the ABC = **USD 8,000.00**; and
- 7.2.5 Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- 7.2.6 The bid security in any of the form below:
 - 7.2.6.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank – **Two Percent (2%) of the ABC – USD1,600.00; or**
 - 7.2.6.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank - **Two Percent (2%) of the ABC – USD1,600.00; or**
 - 7.2.6.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – **Five Percent (5%) of the ABC – USD4,000.00; or**
 - 7.2.6.4 Duly Notarized Bid-Securing Declaration (**please refer to Annex B**)

- 7.2.7 Conformity with the Terms of Reference (*please refer to Annex C*);
- 7.2.8 Duly Notarized Omnibus Sworn statement (*please refer to Annex D*).
- 7.2.9 Financial Bid Form (*please refer to Annex E*).

- 8. All documents shall be current and updated and translated in English. Any missing document in the above-mentioned requirements is a ground for outright rejection of the bid.
- 9. English translated documents shall be authenticated by the Philippine foreign service post having jurisdiction over the foreign bidder.
- 10. To facilitate the evaluation of the bids, bidders are advised to follow the arrangement of the required documents in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
- 11. The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

USEC. KATHERINE S. DE CASTRO
Philippine Department of Tourism
BAC Chairperson