



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4886437
Procuring Entity DEPARTMENT OF TOURISM
Title Booth Design, Set-Up and Dismantling of the Philippine Booth at CAPA Asia Aviation Summit
Area of Delivery (Independent City)

Solicitation Number:	2017-10-0320	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Services		
Approved Budget for the Contract:	PHP 528,000.00	Document Request List	0
Delivery Period:	4 Day/s		
Client Agency:		Date Published	20-Oct-2017
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph	Last Updated / Time	20-Oct-2017 00:00 AM
		Closing Date / Time	24-Oct-2017 17:00 PM

Description

TERMS OF REFERENCE

PROJECT TITLE: BOOTH DESIGN, SET-UP AND DISMANTLING OF THE PHILIPPINE BOOTH AT CAPA ASIA AVIATION SUMMIT
 November 7-8, 2017 at Sentosa Island, Singapore

I. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism requires the services of a company engaged in the business of designing and installing booths for travel and consumer fairs for the Philippine Stand at CAPA Asia Aviation Summit 2017.

The installation 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 aviation-tourism stakeholders 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.

II. BACKGROUND:

CAPA Asia Aviation Summit will be held at Capella Hotel, Sentosa Island, Singapore. It is one of the biggest regional aviation events in Asia. The event is participated by 300 delegates composed of airline CEOs, airport officials, and aviation data suppliers.

DOT Office of Product & Market Development -Route Development Team meets with airline CEOs, network planners and route developers to encourage air carriers in Asia Pacific region to fly directly to the Philippines. This event gives the opportunity to convince and invite the airline executives to the country, since most of the decision makers attend the said event.

This year, DOT has secured a 12 sq. m. booth.

III. 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 construct the stand.

Booth Details

1. Size 12 sq. meters with one (1) side open
2. Layout – materials for rental only
 - Three (3) high table top with chairs
 - One (1) Philippine Information Counter with It's More Fun logo
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
 - One (1) LED TV screen on the middle of the backdrop
 - 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 construction and dismantling supervision and stand maintenance for the duration of the fair.
- B. Coordination with other service providers that is needed in the construction of the booth (Ancillary services etc.)
- C. Storage/disposal of the aforementioned booths/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:

1. November 6 Build-up Philippine booth
(or according to official event schedule)
2. November 7-8 Stand maintenance
3. November 9 Stand Dismantling
(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 USD 10,200.00 (Ten Thousand Two Hundred US Dollars only) 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.

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. Erwin F. Balane / Ms. Buena Carla Zaldivia
Department of Tourism
351 Sen. Gil Puyat Avenue, Makati City
Email Address: efbalane@gmail.com / bfzaldivia.dot@gmail.com
Tel. No.: (02) 459 5200 loc. 517 / 502

Deadline for the submission of quotation: October 24, 2017 5:00 pm.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

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

Created by Maria Alma O Almazan

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