



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4785611  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Design, Set-Up and Dismantling Philippine Booth

#### Area of Delivery

<b>Solicitation Number:</b>	2017-09-0267	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	09-Sep-2017
<b>Approved Budget for the Contract:</b>	PHP 510,000.00	<b>Last Updated / Time</b>	09-Sep-2017 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	13-Sep-2017 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

##### TERMS OF REFERENCE

I. PROJECT TITLE: DESIGN, SET-UP AND DISMANTLING PHILIPPINE BOOTH AT THE OCSC INTERNATIONAL EDUCATION EXPO 2017

##### II. BACKGROUND:

OCSC Education Expo, the largest international education exhibition in Thailand and one of the most significant events in South East Asia, is participated in by more than 300 educational institutions around the world.

##### III. PURPOSE/OBJECTIVES:

- Inform the Thai market of ESL programs and offerings in the Philippines.
- Sustain the presence of the Philippines and maintain linkages established during last year's participation among DOT, private sector and Thai agents and students.
- Forge areas of cooperation and collaboration with the different universities, tour operators, and education agents in Thailand to consider the Philippines as the next ESL destination for its students

To be able to achieve the above-mentioned objectives, bidders shall prepare a proposed design and layout for the

aforementioned booth.

#### IV. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires a package of services for the following:

##### A. Booth design strictly adhering to the rules and regulations set by the event organizers

1. Philippine booth at the OCSC International Education Expo measuring approximately 3 meters (depth) x 12 meters (length) (Total: 36 square meters; three (3) sides open)

##### 2. Layout

- Eight (8) individual meeting tables with laptop security cables and at least 4 chairs each with flyer/brochures rack
- One (1) Philippine Information Counter
- One (1) Discussion area
- Storage area with cabinets
- 1 water dispenser for 2 days (approximately 500 visitors)

3. General stand design stand theme: "IT'S MORE FUN IN THE PHILIPPINES"

##### 4. Specific booth requirements:

Booth design and set-up inclusive of backlit walls, storage (with lockable lockers) and reception area

Printing of appropriate backdrop visuals / overhead ceiling banners /interior décor as appropriate, fresh plants and flowers, sufficient lighting to convey a tropical island setting and other decorative elements following the general theme of "Its' More Fun in the Philippines"

WIFI Internet access for two-days

Elevated carpeted flooring to cover the electrical wirings and connections

Philippine Information Counters should have the following: 1 information counter (2 chairs, 42" inch LED screen, power outlet, lockable cabinets, brochure racks, exhibitor directory and stand layout, appropriate visuals and accessories

Individual work stations should have the following: 1 table, 4 chairs, small lockable cabinet, individual electric outlets and adaptors, company signage and table centrepiece

Storage area should have the following: lockable lockers, shelves, for brochures

Furniture should fit the "It's More Fun in the Philippines" setting and conform to the recommended layout by bidding company to include counters, tables, chairs, shelves, etc.

All exhibition venue connections (electricity and water, suspensions and permits)

Sufficient power outlets and lighting

Other accessories needed to achieve the desired theme

Daily stand cleaning – before the opening and the closing of the Philippine stand

Booth set-up and dismantling supervision and booth 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 organizer

C. Dismantling inclusive of storage / disposal of the aforementioned booths / parts and egress on the date designated by the event organizers.

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

The contract duration is for a period of three days with the following schedule of work:

November 10-11 : Set-up of Philippine booth

November 11-12 : OCSC International Education Expo proper

November 12 : Egress of Philippine booth at OCSC 2017

#### VI. BUDGET

Total Budget allocation for the booth is PHP 510,000 (US\$ 10,000.00)\* inclusive of taxes charged to 2017 MDG-ESL Work Program.

(USD 1= PHP 51.00)

#### VII. PAYMENT PROCEDURE:

Upon completion of set-up and dismantling of booth (SEND BILL Arrangement)

#### VIII. CONTACT PERSON :

Contact Persons: MARISSA MASANGKAY

Market Development Group

Address : 5th Floor, DOT Building

351 Sen Gil Puyat Avenue, Makati City

Contact Number: 459-5200 local 519

Email Address : marissa\_masangkay@yahoo.com

The deadline for the submission of quotation: September 13,2017 5:00 pm

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.

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

**Date Created** 08-Sep-2017

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