



**INVITATION TO BID FOR BOOTH DESIGN AND CONSTRUCTION OF THE PHILIPPINE PAVILION
AT THE ASEAN TOURISM FORUM TRAVEL EXCHANGE (ATF TRAVEX) 2012**

1. The Philippine Department of Tourism (PDOT) is in need of the services of a company engaged in the business of designing and constructing booths for travel fairs and is capable of providing all requirements for the design, construction and dismantling of the Philippine Pavilion at the ASEAN Tourism Forum TRAVEX 2012 at the Golden Kawanua Exhibition Centre, Manado, Republic of Indonesia to be held on January 12 to 15, 2012.
2. The PDOT, has a budget in the amount of Two Million Eight Hundred Thousand Pesos (Php2,800,000.00) or its US Dollar equivalent, inclusive of taxes. This amount is the Approved Budget for the Contract (ABC) for payment of designing and constructing the Philippine Pavilion for the above mentioned travel fair for a period of six (6) working days.
3. The PDOT – Bids and Awards Committee (BAC) now calls for the submission of bids for the said Project. Interested designers and contractors, with at least three (3) years of existence and with relevant experience in the performance of the deliverables enumerated in the Project's Terms of Reference must submit their bids (stamped received in Manila) on or before November 28, 2011 through mail or courier (please indicate name of project) addressed to USEC. MYRA MARIE D. VILLARICA, DOT-BAC Chairperson, c/o Mr. Florencio S. Capati, Jr., DOT-BAC Secretariat, Rm. 314, DOT Bldg., T. M. Kalaw St., Ermita, Manila, Philippines, 1000. Bids received after 5:00pm MANILA TIME of November 28, 2011 shall not be accepted for being late and shall be returned by the PDOT-BAC to the sender/bidder. Bidders are required to submit three (3) copies of bidding documents.
4. The PDOT-BAC shall select the winning bid based on the evaluation by the BAC on the bidder's compliance with all the requirements for bidding as specified in the Checklist (Annex A), relevant experience (Annex B), Omnibus Sworn Statement (Annex C), capability to perform all the deliverables enumerated in the Terms of Reference (Annex D) and Financial Proposal (Annex E) in accordance with the Criteria set by the PDOT-BAC which are as follows: Company Background and Booth Design and Layout. The forms for Annexes A, B, C, D, and E may be downloaded from these websites: www.tourism.gov.ph, www.wowphilippines.com.ph, and www.philgeps.net. Bids received with financial proposal in excess of the ABC mentioned in Paragraph No. 2 shall automatically be rejected.
5. Bidders are required to submit and include in its bid proposal a Bid Security in the form of Manager's Check issued by a bank in good standing and payable to the PDOT in the amount equivalent to two percent (2%) of the ABC (Php56,000.00 or its US Dollar Equivalent) mentioned in Paragraph No. 2. The Bid Security will be returned to the bidders after the bidding.
6. Eligible Bidders may be required to make a presentation of their bids.
7. Amendments and clarifications during the bidding stage regarding this Invitation to Bid may be sent by, and or made available to the bidders through email at bac@tourism.gov.ph until November 18, 2011 only.

8. The PDOT-BAC 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 PDOT-BAC may waive any minor defect therein and accept the offer most advantageous to the government. Further, the PDOT-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.
9. For further information, please refer to:

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November 9, 2011



UNDERSECRETARY MYRA MARIE D. VILLARICA
PDOT-BAC Chairperson