



## 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 Messe Friedrichshafen, Germany, bidders with company based or has an affiliate in Germany, will be preferred.

### TERMS OF REFERENCE

Project Title	:	<b>International Dive and Lifestyle Exhibition (InterDive) 2017</b>
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	September 21 – 24, 2017 (event proper)
Venue	:	Messe Friedrichshafen Friedrichshafen, Germany
Location	:	TBA
Booth size	:	60sqm (Island stand – 4 sides open)

### PURPOSE / OBJECTIVES

The Philippines Department of Tourism (DOT) is in need of the services of a booth contracting company who will conceptualize the design of the Philippine booth for Interdive 2017 in Friedrichshafen, Germany.

Interdive is a business to consumer (B2C) travel show catering to the needs of dive enthusiasts to include dive beginners and UW photographers from the area of Lake Constance.

#### Capability Requirements

- Must have an experience rendering services in international exhibitions specifically in dive travel shows
- Must have the capability to operate in Germany
- Must be able to get accreditation from Interdive organizers
- Must be accredited by the exhibition center, Friedrichshafen Messe
- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to Interdive site, assemble and install AV equipment, and furniture accent pieces for the Philippine booth

#### Philippine Booth Design Objectives

- Generate a positive name recall of the Dive Philippine tourism brand and boost dive enthusiast to visit the Philippine dive destinations
- Create an atmosphere that reflects the Philippines as the global center of marine diversity;
- Create a highly functional, interactive and visually appealing area for the provision of the Philippine tourism information, product updates, audio-visual presentations, table-top business meetings, and other promotional activation.
- Highlight both key and emerging dive destinations in the Philippines (i.e, Tubbataha Reef, Puerto Galera, Cebu, Southern Leyte, Siquijor, Batangas, El Nido & Coron, among others.)

#### Scope of Work / Deliverables

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

1. Philippine booth design – a functional booth that will accommodate ten (10) exhibitors and showcase the Philippines' top dive destinations, incorporating the design pegs to be supplied by the DOT

2. Design and set-up space that will accommodate the following:
  - 51" LED TV with USB port or built in video player that will project Philippine tourism videos and images
  - Ten (10) Philippine exhibitors
  - Information counter
  - Reception area
  - Storage area
  - Kitchen with small dining area for the PHL delegation

### **Specific Stand Requirements**

1. Provide individual company workstations or negotiating tables with 3 chairs for each Philippine exhibitor. It must have the following:
  - One table
  - Lockable storage cabinet
  - Individual electric outlets (3 sockets each)
  - Company name and logo
2. Reception area which can comfortably accommodate four (4) guests at a time and should have the following:
  - Furniture and fixtures, featuring modern and contemporary designs
  - Fresh plants and flowers
  - Electrical outlets
3. One information counter which can accommodate at 3 persons at a time and should have the following:
  - Appropriate visuals (backlighting) and accessories
  - Electrical outlet
  - Brochure rack
  - 3 chairs
  - Exhibitor directory
4. Storage room where PHL delegation can keep their materials and should have the following:
  - Storage shelves
  - Lockers
  - Coat hangers
  - Small dining area
  - Half-length mirror
  - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)
5. Elevated carpet platform / floor to conceal the electrical wirings and connections.
6. Fast and reliable internet connection for the whole Philippine delegation.
7. Backlighting hanging banners
8. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
9. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
10. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
11. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

### **Staff complement**

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the whole duration of the fair

### **Time Frame and Schedule of Work**

- Include initial booth design upon submission of bid documents.

Booth set-up: Should follow the official event schedule as prescribed by the event's organizer

## Budget

- The total budget allocation is **PhP1,422,000.00** or its EUR equivalent inclusive of taxes and other fees. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

## Evaluation Procedure

- The winning bidder shall be selected not solely based on the amount of bid but the Philippines Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall design of the booth based on this Terms of Reference (TOR)
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

## Contact Persons

Rita Doctor / Celstine Sy  
MDG - Dive Group  
Department of Tourism  
[phdiveteam@gmail.com](mailto:phdiveteam@gmail.com)

Anabelle Gaye Apostol  
Operations Officer  
PDOT – Frankfurt  
[anabelle@morefunphilippines.de](mailto:anabelle@morefunphilippines.de)

## INSTRUCTIONS TO BIDDERS:

- 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. Post-qualification of the lowest calculated bid shall be conducted.
- 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).
- The complete schedule of activities is listed, as follows:

<b>Activities</b>	<b>Schedule</b>
1. Issuance and availability of Bidding Documents	August 01 to 18, 2017 (8:00 a.m. to 5:00 p.m. Philippine time) August 22, 2017 (until 9:00 a.m. only) 4 <sup>th</sup> Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
2. Pre-bid Conference (Skype Account Name: dot-bac)	August 9, 2017 (10:00 a.m. Philippine time) 3 <sup>rd</sup> Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
3. Deadline for Request for Clarification ( <a href="mailto:jaolba@tourism.gov.ph">jaolba@tourism.gov.ph</a> )	August 11, 2017
4. Issuance of Supplemental / Bid Bulletin	August 15, 2017
5. Deadline of Submission and Receipt of Bids	on or before August 22, 2017 until 9:00 a.m. only Philippine time 4 <sup>th</sup> Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines
6. Opening of Bids / Eligibility Check (Skype Account Name: dot-bac)	August 22, 2017 (10:30 a.m. Philippine time) 3 <sup>rd</sup> Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City, Philippines

- Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4<sup>th</sup> 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](mailto: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 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 – PhP28,440.00 or its equivalent in EURO 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*)
- 7.1.9 Proof of Accreditation from the exhibition center, Friedrichshafen Messe

**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 = **PhP142,200.00**; 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 – PhP28,440.00; 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 – PhP28,440.00; 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 – PhP71,100.00;**

**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**).

7.2.10 Proof of Accreditation from the exhibition center, Friedrichshafen Messe

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. 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.
10. 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