



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9427632
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title BOOTH DESIGN, INSTALLATION, MAINTENANCE. AND DISMANTLING FOR DOT-NCR AT THE PTAA 30TH TRAVEL TOUR EXPO 2023
Area of Delivery Metro Manila

Solicitation Number:	NCR-2023-01-007	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	General Contractor		
Approved Budget for the Contract:	PHP 400,000.00	Document Request List	0
Delivery Period:	6 Day/s		
Client Agency:		Date Published	26/01/2023
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph	Last Updated / Time	25/01/2023 11:57 AM
		Closing Date / Time	30/01/2023 08:00 AM

Description

BRIEF BACKGROUND:

The Department of Tourism-National Capital Region is joining the 30th Philippine Travel Agencies Association's Travel Tour Expo 2023. Now on its Pearl Anniversary, the Expo is seen as one of the biggest travel fairs in the country. It is scheduled on February 3-5, 2023 at the SMX Convention Center, Pasay City.

OBJECTIVES :

1. To support domestic tourism recovery by participating in the travel fair
2. To promote Metro Manila and establish new business networks in the Capital
3. To engage in business to business and business to consumer sessions with the end-view of allowing for increased tourism activity for the Capital
4. To familiarize the region's tourism stakeholders with other regional attractions and tour offerings

SCOPE OF WORK/DELIVERABLES

- a. Booth design, installation, maintenance, and dismantling strictly following PTAA rules and regulations.

Booth Details: 6m X 4m

Dimension: 24 sqm

Booth Nos: 583, 584, 601, and 602combined

*See layout

All rules and regulations mentioned in the PTAA Manual are understood to form part of the Terms of Reference.

Note: Winning Bidder TO PROVIDE AT LEAST TWO (2) PROPOSED

BOOTH DESIGNS subject to modifications of the selected design if warranted.

- b. Layout

Open design on three sides with line-up of walls containing 17

local govt units of Metro Manila

c. General Stand Design Theme: MODERN BUSINESSINSPIRED DESIGN

The design should reflect an ultra-modern booth showcasing Metro Manila as the business capital of the country yet promoting sustainable tourism practices of the travel trade in Metro Manila to include hotels, restaurants, tourism attractions, etc.

d. Specific Stand Requirements

- Photo walls lined up featuring each local government unit of Metro Manila depicted through text and iconic image (photo to be provided by DOT-NCR)
- Bar height table that can double up as food station covered in modern design acrylic
- One (1) main information counter for DOT-NCR with DOT – National Capital Region logo on the front.
- Three bar stools for the main information counter
- All counters should have lockable storage and electrical outlets for laptops/tablets and tabletop display modules
- Modern three-seater sofa and modern two one-seater sofa located at the rear side of the floor with center table
- One (1) storage area with built in table and folding chairs, with 2-layer shelves on top, wall hanger with ten (10) hooks for bags
- Lockable cabinet and shelves in the storage area with locks for valuables;
- 42" LED TV with USB outlet for promotional videos of NCR
- Creative design and brochure rack for main info counter;
- Appropriate Company name signage placed in strategic location of the booth with My Metro Manila logo positioned in all photos and in the main booth signage
- Carpeted flooring to cover the electrical wiring and connections; should complement the background
- Wi-Fi / Pocket wifi for the booth (can accommodate 8 gadgets at one time)
- Adequate lighting;
- Provision for hot and cold water dispenser with water refill during the duration of the event
- Stanchion should be provided to control entry to certain areas of the booth
- One (1) standard-sized fish bowl for raffle entries
- Daily stand maintenance and cleaning for the duration of the event
- Repair or replace of defective materials not conforming to the specifications or approved booth design, without cost to DOT-NCR
- Floral arrangements should be provided in the main counter
- Provision for power outlets (3-gangs each) in strategic locations
- Provision of 2 Waste baskets

e. Dismantling inclusive of storage/disposal of the aforementioned booth/parts and egress on the dates designated by the event organizers;

f. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand;

g. Must abide by the Organizer's show rules and regulations;

h. Must coordinate closely with the Organizers and DOT-NCR in accomplishing the requirements to set up the booth

BOOTH LAY-OUT

PROJECT IMPLEMENTATION/SCHEDULE

Event date: February 3-5, 2023

Location: SMX Center Convention Center Pasay City

Tentative Ingress: February 1 and 2, 2023

*Booth must be in full set-up and ready by February 3, 2023 at 6 AM

Tentative Egress: February 5 (9 pm onwards) – February 6, 2023

Final dates and exact schedule and time will be subject for finalization of the Event Organizer, the Official Contractor, and Expo Group. Winning Bidder must be amenable on all the above mentioned dates.

QUALIFICATION OF THE BIDDER

1. Must be a duly-registered Philippine company engaged in the business as a Full Service Booth Contractor with experience in booth design and installation, event organization, and implementation.
2. Must be in operation for at least three (3) years.
3. Must have implemented or participated as a booth contractor/designer or event organizer in at least two (2) trade or consumer shows with international participation or audience
4. Must be willing to engage in a send-bill arrangement.

OTHER REQUIREMENTS

1. Submit a list of groups/clients and national and international events participated in or handled in the last three (3) years;
2. The winning bidder shall comply with the requirements of the Event Organizer and the official contractor, the Expo Group.

APPROVED BUDGET FOR THE CONTRACT

PHP 400,000.00

Pesos: Four Hundred Thousand

inclusive of taxes and is subject to appropriate government taxes.

Note: The bid price must include manpower, logistics, bank transfer fees if any, other charges, and other expenses needed to set up the booth. The financial proposal should allow for stand design and layout modifications per the needs and requirements of the end-user.

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Annual Income/Business Tax Return;
4. Duly notarized original and certified true copy of Omnibus Sworn Statement;

Contact Persons:

MR. ERNIE TESTON

Head, PMDU

ernieteston@tourism.gov.ph

MS. COLLINS KARLA E TELMO

cetelmo@tourism.gov.ph

Contact number: 84595200 local 223

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat

2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on January 30, 2023 @ 8:00 am

Created by Lawrence Jacosalem Alcantara

Date Created 25/01/2023

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