



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10759215  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** Booth Design, Set-up and Dismantling of the DOT MIMAROPA Booth for the 2nd Mindanao Tourism Expo (MTEEx) 2024  
**Area of Delivery** Misamis Oriental

<b>Solicitation Number:</b> 2024-04-025	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Civil Works	<b>Bid Supplements</b>	0
<b>Category:</b> Events Management		
<b>Approved Budget for the Contract:</b> PHP 100,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 7 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	17/04/2024
<b>Contact Person:</b> Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	<b>Last Updated / Time</b>	16/04/2024 14:29 PM
	<b>Closing Date / Time</b>	22/04/2024 10:00 AM

#### Description

IMPLEMENTATION: April 25 – May 1, 2024

#### MINIMUM REQUIREMENTS:

1. Must have experience working on the travel and trade fair and/or other similar events.
2. Must be able to provide samples of previous work.
3. Must be able to provide services on a Send-Bill Arrangement.
4. Must have PhilGEPS Registration

#### SCOPE OF WORK/DELIVERABLES:

##### BOOTH CONSTRUCTION AND DESIGN

- Facilitate permits and attend meetings regarding the 2nd Mindanao Tourism Expo (MTEEx) 2024.
- Facilitate Ingress and Egress proceedings, as well as forms and permits needed to conduct smooth installation of the booth.
- Maintenance of the booth for the duration of the event.
- Provision of personnel who could handle and troubleshoot problems in the booth.
- Design and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
  - Sample Corporate Design of Booth
  - All design and landscaping materials and procedures for an 18 sqm. booth
  - All labor-related expenses
  - All other expenses necessary for the construction of the booth
  - Storage space
  - Rent of 4 (Information Counter) Tables and 8 Chairs
  - Rent of 4 brochure racks
  - Photo Wall

## BUDGET

The total budget allocation is ONE HUNDRED THOUSAND PESOS ONLY (₱100,000.00), inclusive of taxes and fees.

## DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification (Preferably Platinum Member)
3. Notarized Omnibus Sworn Statement
4. Proposed Design for the Booth
5. Portfolio of previous work experience (e.g. photos, certificates, etc.)

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

### Contact Person:

Mr. Reynaldo P. Gabriel Jr.  
DOT MIMAROPA Regional Office  
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**Created by** Faye Angeli Argamosa Reyes

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