



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11824352
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title Booth Integrator of the DOT MIMAROPA Booth for the "10th International Travel Festival (ITF 2025)" at Waterfront Cebu City Hotel and Casino
Area of Delivery Cebu

Solicitation Number: 2025-02-005	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods - General Support Services	Bid Supplements	0
Category: Events Management	Document Request List	0
Approved Budget for the Contract: PHP 116,080.00	Date Published	01/03/2025
Delivery Period: 4 Day/s	Last Updated / Time	28/02/2025 10:13 AM
Client Agency:	Closing Date / Time	04/03/2025 14:00 PM
Contact Person: Jay De Guzman BAC Secretariat Member 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-28735-5970 dot4b.bacsecretariat@gmail.com		

Description

IMPLEMENTATION: March 13 – 16, 2025

MINIMUM REQUIREMENTS

1. Must have experience working on travel and trade fairs 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

PROJECT OVERVIEW

The DOT MIMAROPA Booth will house two (2) tour operators from Palawan along with two (2) Regional Coordinators from the Department of Tourism – MIMAROPA. The theme - "A Decade of Travel Inspirations" focuses on 10 years of inspiring adventures and endless travel opportunities. It aims to showcase a diverse lineup of travel partners from the industry including those from airlines, hotels, resorts, tour operators, travel agencies, and cruise lines along with cultural showcases and expert-led discussions. Relative to these, the DOT MIMAROPA Booth must feature designs that showcases the region's unique offerings consistent with inspiring domestic and international travelers to explore the region.

SCOPE OF WORK/DELIVERABLES

BOOTH DRESS-UP AND DESIGN

- Liaise with "10th International Travel Fair (ITF 2025)" organizing committee (i.e., ITF Secretariat – MyEventology Co.) for booth payment and other coordination;
- Facilitate/oversee/consolidate the required permits, forms, and any other booth requirements including ingress and egress proceedings needed to conduct smooth installation of the booth;

- Attend alignment meetings with regard to the 10th International Travel Fair (ITF 2025)”;
- Provide regular updates and iterations for review and approval by the Department of Tourism – MIMAROPA;
- Maintenance of the booth for the whole duration of the expo;
- Provision of personnel who would handle and troubleshoot problems as well as in overseeing the maintenance of the booth during the whole duration of the expo (ingress, exhibit proper, and egress);
- Design/booth dressing, decorating, and construction of the DOT MIMAROPA booth, with details and inclusions, to wit:
 - Create detailed 3D renderings and dimensional layout plans for 3m x 2m (6 sqm) booth showcasing the front, side, back, and upward perspectives, elevations, and floor plans and following the booth shell scheme and floor plan (see Annex A)
 - Assemble all display elements including cabinet, tables, chairs, and products etc.;
 - Rent of two (2) small sofa bench with built-in storage, two (2) tall single bar tables, and two (2) bar stool chairs (see Annex A)
 - Rent of two (2) brochure racks (see Annex A)
 - Installation of Fabric Booth Photo Walls and Backdrop (2.30 m x 3m) (see Annex A)
 - Provision of hanging and potted fresh plants and flowers (see Annex A)
 - One (1) Dry Waste Bin
 - Free Flowing Coffee and Water Dispenser for 3 days
 - All labor-related expenses
 - All other expenses necessary for the construction of the booth
- Total budget is inclusive of 3m x 2m (6 sqm) booth payment to the organizing committee (MyEventology Co.)

BUDGET

The total budget allocation is ONE HUNDRED SIXTEEN THOUSAND EIGHTY PESOS ONLY (₱116,080.00), inclusive of taxes and fees.

DOCUMENTARY REQUIREMENTS

1. Mayor's Permit
2. PhilGEPS Certification
3. Notarized Omnibus Sworn Statement
4. SEC/DTI Permit
5. Proposed Design for the Booth
6. 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 the bid does not exceed the above total budget.

Contact Person:

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Created by Faye Angeli Argamosa Reyes

Date Created 28/02/2025

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