

Reference No. TPB/RFQ-2016-05-252

REQUEST FOR PROPOSAL

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

TERMS OF REFERENCE (TOR)

ASIA PREMIUM TRAVEL MART

SMX Convention Center
21-23 June 2016

DESIGN AND CONSTRUCTION OF TPB VIP LOUNGE

I. Purpose/Objectives

The Tourism Promotions Board Philippines is in need of the services of a company engaged in the business of designing and constructing of TPB VIP Lounge for the Asia Premium Travel Mart 2016 to be held on June 21-23, 2016 at SMX Convention Centre, Pasay City.

The design also aims to attain the following objectives:

1. Generate positive "name recall" and interest on local tourist destinations for the international market;
2. Create an atmosphere that supports the country's branding campaign, "It's More Fun in the Philippines";
3. Attract and encourage buyers, press and travel trade guests to visit the Philippine Lounge;

II. Specifications/Scope of Services

1. Size of the Lounge : 54 sq. m.
(6m x 9m) centre island
2. Placement : See attached floor plan layout
3. The total area should be converted into a TPB Lounge with a theme "It's More Fun in The Philippines" with the following:
 - Information counter
 - 2 appointment tables for B2B meeting
 - Coffee/snack bar with cocktail tables
 - Lounge area with sofa set and chairs
 - Photo wall (3D)
 - Carpet
 - AV requirements (flat TV screen)
 - Stand-alone brochure rack

- Storage area
- Power outlets
- Wifi access
- Appropriate Landscape/flower arrangement and images

III. Eligibility Requirements:

1. Must be Filipino owned, operated and a legally registered company under Philippine laws;
2. Must specialize in the design and construction of booth/lounge;
3. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS);
4. Must have a minimum of 3 years' experience in servicing the designing and construction of large-scale events, particularly in tourism trade fairs; and
5. Must be accredited by SMX Convention Center.

IV. Technical Eligibility Documents:

1. Company Profile
2. Philgeps Accreditation Paper
3. List of large scale local/ international events serviced in the past
4. Tax Clearance Certificate

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

Four Hundred Thousand Pesos (**Php400, 000.00**) inclusive of all applicable taxes

Bids exceeding the budget shall be disqualified.

For further information, please refer to Ms. Joanna Mari B. Isidro, Project Officer at telephone numbers 525-1255.

INSTRUCTION TO BIDDERS:

Please submit your Eligibility, Technical and Financial Proposal Bids in two (2) copies, in sealed envelopes addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on **25 May, 2016, 10:00 am** at the Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (Tel. no. 525-9318 loc. 271).

Eligibility requirements and bids presented after the deadline of submission shall no longer be accepted by the BAC.

The Tourism Promotions Board assumes no obligation whatsoever to compensate or indemnify the bidders for any expense that they may incur in the preparation of their bids. The Tourism Promotions Board also reserves the right to reject any or all bids, to waive any defects found therein and to accept the bid most advantageous to the government.

Eligible bidders are required to make a presentation of the Design Concept and Plan Approach for the project after the opening of Bid Documents. The presentation shall be announced.

Each consultant will be given a maximum of 30 minutes to present their respective Design Concept and Plan Approach for the project.

Hard and e-file copies of the presentation shall be submitted to TPB.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

17 May 2016