

PHILIPPINE BIDDING DOCUMENTS

**Design, Installation
and Dismantling of
the Philippine
Pavilion**

TOURISM PROMOTIONS BOARD

4th Floor Legaspi Towers 300

Roxas Boulevard, Manila

Fourth Edition

August 2018

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Section I. Request for Expression of Interest

Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.2 of the IRR of R.A. 9184;
- (b) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (c) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Eligibility Documents, the place where it may be secured and the deadline for submission of the Letter of Intent (LOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;

- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

**Request for Expression of Interest for the Design, Installation, and
Dismantling of the Philippine Booth (IT&CMA 2018)
TPB BAC REI No. 2018-03**

1. The Tourism Promotions Board (TPB), through the Corporate Budget FY 2018 intends to apply the sum of **Eight Million Three Hundred Forty Seven Thousand Five Hundred Pesos (Php 8,347,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Design, Installation and Dismantling of the Philippine Pavilion*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Tourism Promotion Board (TPB)* now calls for the submission of eligibility documents for the services of an international company engaged in the business of designing and installation of booths for travel and consumer fair. Consultants must submit their eligibility documents on or before *03 September 2018, 9:30 a.m. at the Tourism Promotions Board (TPB), 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of a maximum of **five (5) prospective bidders** who will be entitled to submit bids.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines. In accordance with Revised IRR of R.A. 9184, only bids from shortlisted consultants will be opened.
5. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation (QCBE)* procedure. The weights allocated are eighty-five percent (85%) for the Technical Proposal and fifteen percent (15%) for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
6. *The schedule of activities is as follows:*

Activities	Schedule and Venue
1. Eligibility Checking and Shortlisting	10:00 a.m 13 August 2018 TPB Boardroom 4 th Flr. Legaspi Towers 300, Roxas, Blvd. Manila
2. Pre-Bid Conference	10:00 a.m., 20 August 2018 TPB Boardroom 4 th Flr. Legaspi Towers 300, Roxas, Blvd. Manila
3. Submission and Receipt of Bids	Up to 9:30 a.m. of 03 September 2018 BAC Secretariat – Administrative Department Tourism Promotions Board

	4 th Flr. Legaspi Towers 300, Roxas, Blvd. Manila
4. Opening of Bids	10:00 a.m., 03 September 2018 TPB Boardroom
5. Presentation of Bidders	03 September 2018, TPB Boardroom (right after the opening of bids – order of presentation to be announced)

7. The Tourism Promotions Board will hold a Pre-Bid Conference on 20 August 2018, 10:00 a.m. at the TPB Board Room, 4/F Legaspi Towers 300, Roxas Boulevard, Manila which shall be open only to all shortlisted bidders who have purchased the bidding documents.
8. Bid documents shall be available only to shortlisted eligible bidders upon payment of non-refundable amount of Ten Thousand Pesos (Php 10,000.00) to the TPB Cashier's Unit.
9. The *Tourism Promotions Board* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215
Email at bac_sec@tpb.gov.ph*

03 August 2018

LEAH MARIE C. SY
Chairperson
Bids and Awards Committee

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) **Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.**

Technical Documents

- (iv) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (v) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class “B” Document –

Valid joint venture agreement (JVA), in case a 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant’s country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. **If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.**
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.

- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid

marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The Procuring Entity’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.
- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;

- (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.1	<p>SCOPE OF WORK:</p> <ol style="list-style-type: none"> 1. Conceptualize the Philippine booth design based on the “It’s More Fun in the Philippines” campaign as the general theme, strictly following the rules and regulations set by the fair/event organizers. 2. Submit a proposed booth design for approval of the TPB. 3. Set up, install, furnish and decorate the Philippine booth based on, and consistent with, the approved concept/design and general theme. 4. Supply, deliver and install all the required materials, amenities and other additional supplies and necessities for the set up and installation of the Philippine booth, to include the following: <ol style="list-style-type: none"> a) Printing of the backdrop visuals, overhead ceiling banners, and such other materials (graphics and all visuals for approval of the TPB) b) Appropriate furniture and fixtures, and interior décor such as fresh plants, flowers and other decorative accessories c) Electricity and water connection, sufficient power outlets. d) Coffee, tea and water service, heavy sandwiches (lunch of private sector), pastries, supplies, including brewed coffee machine/coffee-maker <i>*inclusive of applicable corkage fees by the IT&CMA Organizers</i> e) Wifi/internet access f) Other accessories and pertinent inclusions deemed necessary by both parties to achieve the desired theme or improve the general look and function of the Philippine booth. 5. Must have a dedicated team who will focus on design, set up and installation of the Philippine booth. 6. Must have a full-time photographer to facilitate the photo opportunity areas at the Philippine booth. 7. Must have the capability to invest, coordinate shipment to the IT&CMA 2018 site, put up AV equipment, furniture and design pieces for the Philippine booth. 8. Repair or replace defective materials not conforming to the specifications, without cost to TPB. 9. Provide stand-by technical manpower for the duration of the fair for on-site problems, and to supervise the ingress/egress, booth set up and installation, maintenance and dismantling. Personnel/ manpower’s airfare (if applicable), housing, transfers, meals and other expenses that may be incurred related to

	<p>the said personnel's assignment at the Philippine pavilion should be covered by the bidder-supplier.</p> <p>10. Provide daily stand cleaning service for the Philippine booth, before and after the exhibit hours.</p> <p>11. Dismantle the booth / décor after the exhibit, egress on the dates designated by the fair organizer, and handle the storage or disposal of the booth parts.</p> <p>Process and facilitate payment for the appropriate insurance coverage, and all permits related to the installation of and operations in the Philippine Booth at the IT&CMA 2018 (such as, but not limited to, corkage for food/ coffee service, internet fees, fees for non-official contractors</p>
1.3	No further instructions.
(i)	"No additional Requirements."
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within 3 years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii 7)	<i>Attach proof of satisfactory completion of completed contracts and supporting documents i.e. Notice of Award (for government agencies) or Contract, as proof that the project has been undertaken by/awarded to the Consultant.</i>
3.1	<p>Format and Signing of Eligibility Documents</p> <p>Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before 9:30 a.m. of 13 August 2018.</p>

4.1	<p>Sealing and Marking of Eligibility Documents</p> <p>Prospective bidders should submit and enclose their eligibility requirements in one sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”, and other copies shall be similarly sealed duly marking the inner envelopes as “COPY 1 and COPY 2– ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copy shall then be enclosed in one (1) single envelope”</p>
4.2	<p>Each prospective bidder shall submit one (1) original and <i>two</i> (2) copies of its eligibility documents.</p>

Marking of Eligibility Documents

Folder 1 – Original

ORIGINAL – ELIGIBILITY DOCUMENTS

MS. LEAH MARIE C. SY

Chairperson
Bids and Awards Committee
Tourism Promotions Board
4th Floor Legaspi Towers 300
Roxas Boulevard, Manila

Project: **Design, Installation and Dismantling of the Phil.
Pavilion**

Submitted by: **BIDDER'S COMPANY NAME
BIDDER'S CONTACT DETAILS**

“DO NOT OPEN BEFORE 13 August 2018/10:00a.m.

Folder 2 – Copy 1

COPY 1 – ELIGIBILITY DOCUMENTS

MS. LEAH MARIE C. SY

Chairperson
Bids and Awards Committee
Tourism Promotions Board
4th Floor Legaspi Towers 300
Roxas Boulevard, Manila

Project **Design, Installation and Dismantling of the Phil.
Pavilion**

Submitted by: **BIDDER'S COMPANY NAME
BIDDER'S CONTACT DETAILS**

“DO NOT OPEN BEFORE 13 August 2018/10:00a.m.

Folder 2 – Copy 2

COPY 2 – ELIGIBILITY DOCUMENTS

MS. LEAH MARIE C. SY
Chairperson
Bids and Awards Committee
Tourism Promotions Board
4th Floor Legaspi Towers 300
Roxas Boulevard, Manila

Project: **Design, Installation and Dismantling of the Phil.
Pavilion**

Submitted by: **BIDDER'S COMPANY NAME**
BIDDER'S CONTACT DETAILS

“DO NOT OPEN BEFORE 13 August 2018/10:00a.m.

Main Envelope

ELIGIBILITY DOCUMENTS

MS. LEAH MARIE C. SY
Chairperson
Bids and Awards Committee
Tourism Promotions Board
4th Floor Legaspi Towers 300
Roxas Boulevard, Manila

Project: **Design, Installation and Dismantling of the Phil.
Pavilion**

Submitted by: **BIDDER'S COMPANY NAME**
BIDDER'S CONTACT DETAILS

“DO NOT OPEN BEFORE 13 August 2018/10:00a.m.

4.3(c)	<p><i>Name of the Bids and Awards Committee of the Procuring Entity:</i></p> <p style="text-align: center;">MS. LEAH MARIE C. SY Chairperson Bids and Awards Committee</p>	
4.3(d)	No further details, complete scope of services on Clause 1.1 of EDS .	
5	<p>The address for submission of eligibility documents is</p> <p style="text-align: center;"><i>BAC Secretariat, Administrative Department</i> <i>Tourism Promotions Board</i> <i>4th Flr, Legaspi Towers 300, Roxas Blvd., Manila</i></p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;"><i>on or before 9:30 a.m. of 13 August 2018</i></p>	
8.1	<p>The place of opening of eligibility documents is</p> <p style="text-align: center;">TPB Board Room, Tourism Promotions Board 4th Floor, Legaspi Towers 300 Roxas Boulevard, Manila</p> <p>The date and time of opening of eligibility documents is <i>10:00 a.m., 13 August 2018</i></p>	
9.1	"No further instructions"	
9.2.	CRITERIA	%
	QUALITY	
	Experience and expertise in the design and set up of booth for large-scale and international events, including years of experience and number of projects handled. Expertise in the design, concept and theme based on the submitted previous work.	30
	Adherence of those designs and concept to some specified proposed booth design elements and layout of the Philippine pavilion for IT&CMA 2018	30
	Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions	20
	Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff	20
	TOTAL	100%

26th INCENTIVE TRAVEL & CONVENTIONS, MEETINGS ASIA (IT&CMA) 2018

18-20 September 2018

Bangkok Convention Centre at Central World, Bangkok, Thailand

TERMS OF REFERENCE

For the Design, Installation and Dismantling of the Philippine Pavilion

I. BACKGROUND

The TPB is participating in the IT&CMA 2018, a MICE industry trade show, to sustain the Philippines' presence in the global MICE industry as a preferred MICE destination.

In line with this, the TPB is in need of the services of an international company engaged in the business of designing and installation of booths for travel and consumer fairs for the aforementioned trade show.

Philippine Pavilion Design Objectives

The set up and installation of the Philippine pavilion is aimed at attaining the following objectives:

1. Generate a positive "brand recall" of the Philippines and establish the country as a preferred MICE destination, not only for the Asia Pacific market, but for all key MICE markets worldwide using the "It's More Fun in the Philippines" tagline.
2. Create an atmosphere that reflects the Philippines as a friendly destination for hosting international meetings and conventions and organizing incentive travel;
3. Create an impact that will attract and encourage meeting planners and incentive travel organizers, press/media, travel trade and consumer visitors to visit the Philippine booth;
4. Provide a highly functional yet visually appealing area for dissemination of Philippine tourism information, product updates, audio visual presentations, business transactions, one-on-one meetings, and other activities.

II. BOOTH ELEMENTS / LAYOUT REQUIREMENTS

- Booth design, set up, maintenance and dismantling of Philippine Pavilion
 - Booth size : 210sq.m.
 - Booth type : island booth
 - No of Exhibitors : 30 exhibitors
 - Placement : See attached floor plan

Design concept : Destination marketing of Philippine tourism

1. Business area for Pre-Scheduled Appointments (PSAs) / Business-to-Business (B2B) Sessions

- 30 tables with front and back installation of company name/signage for each Philippine exhibitor
- 3 chairs per table (2 for the company representatives, 1 for the buyer)
- Small lockable storage cabinets per exhibitor table
- Individual electric outlets (at least 2 sockets) and adaptors (if applicable) per table
- Printed / vinyl sticker of the Philippine Map on top of each exhibitor's table

2. One (1) Information Counter

- Waist high information counter (at least 42 inches)
- Printed / vinyl sticker of the Philippine Map (showing MICE destinations) on top of the information counter
- Printed / vinyl sticker of the pavilion's floor plan (exhibitors' assignment) on the information counter
- Lockable storage space underneath the counter
- At least three (3) chairs/bar stools
- Two (2) power outlets
- LED monitor of at least 55" screen size, or indoor LED panels, and wall backing
- USB player and HDMI cable for AVP showing

3. One (1) General Storage Area with lockable door

- Minimum five (5) lockers (medium-sized bags should fit)
- shelves for promotional materials/brochures and giveaways
- counter for assembly / work area
- water connection for coffee / tea service
- stackable chairs (at least 10 pcs)

4. Philippine Airlines' (PAL) Nook

- Separate smaller information counter for PAL
- Negotiating table
- Provision of chairs/barstools (3 pcs for the negotiating table and 2 pcs for the information counter)
- Provision of space for installation of PAL corporate logo and brand campaign material/s
- Small lockable storage cabinet
- Electric outlet (at least 2 sockets) and adaptors (if applicable)

5. One VIP Reception Area (may be a Mezzanine) for common meeting / lounge area (**optional as a 2nd floor*)

- Sofa and lounge chairs
- Center table
- Appropriate lighting and accessories

- Electrical connection
 - Cabinet
6. Destination Photo Panel with Photo Motion/ 3D/ 360 degrees image capture (for social media sharing)
- Background panel with a printed destination image
 - 3D/360 degree-image capture camera with stand
7. Specific Booth Stand / Pavilion Requirements
- Island booth with set up and installation inclusive of walls, storage and VIP area
 - Elevated flooring (4 inches) with carpet to cover the electrical wiring and connections
 - Overhead “Philippines” signage, which must be visible from all angles
 - Backdrop visuals, overhead ceiling banners and other appropriate elements to achieve the Philippine campaign themes:
 - interior décor, as appropriate
 - fresh plants, flowers and other decorative accessories
 - sufficient lighting
 - Furniture and fixtures that complement the general theme and conform to the recommended layout
 - All exhibition venue necessities such as electricity and water connection, as well as suspensions and permits
 - At least two (2) floor maps of Philippine exhibitors visible from major walkways surrounding the Philippine pavilion.

III. SCOPE OF WORK / DELIVERABLES

12. Conceptualize the Philippine booth design based on the “It’s More Fun in the Philippines” campaign as the general theme, strictly following the rules and regulations set by the fair/event organizers.
13. Submit a proposed booth design for approval of the TPB.
14. Set up, install, furnish and decorate the Philippine booth based on, and consistent with, the approved concept/design and general theme.
15. Supply, deliver and install all the required materials, amenities and other additional supplies and necessities for the set up and installation of the Philippine booth, to include the following:
- g) Printing of the backdrop visuals, overhead ceiling banners, and such other materials (graphics and all visuals for approval of the TPB)
 - h) Appropriate furniture and fixtures, and interior décor such as fresh plants, flowers and other decorative accessories
 - i) Electricity and water connection, sufficient power outlets.
 - j) Coffee, tea and water service, heavy sandwiches (lunch of private sector), pastries, supplies, including brewed coffee machine/coffee-maker

**inclusive of applicable corkage fees by the IT&CMA Organizers*

- k) Wifi/internet access
- l) Other accessories and pertinent inclusions deemed necessary by both parties to achieve the desired theme or improve the general look and function of the Philippine booth.
- 16. Must have a dedicated team who will focus on design, set up and installation of the Philippine booth.
- 17. Must have a full-time photographer to facilitate the photo opportunity areas at the Philippine booth.
- 18. Must have the capability to invest, coordinate shipment to the IT&CMA 2018 site, put up AV equipment, furniture and design pieces for the Philippine booth.
- 19. Repair or replace defective materials not conforming to the specifications, without cost to TPB.
- 20. Provide stand-by technical manpower for the duration of the fair for on-site problems, and to supervise the ingress/egress, booth set up and installation, maintenance and dismantling. Personnel/ manpower's airfare (if applicable), housing, transfers, meals and other expenses that may be incurred related to the said personnel's assignment at the Philippine pavilion should be covered by the bidder-supplier.
- 21. Provide daily stand cleaning service for the Philippine booth, before and after the exhibit hours.
- 22. Dismantle the booth / décor after the exhibit, egress on the dates designated by the fair organizer, and handle the storage or disposal of the booth parts.
- 23. Process and facilitate payment for the appropriate insurance coverage, and all permits related to the installation of and operations in the Philippine Booth at the IT&CMA 2018 (such as, but not limited to, corkage for food/ coffee service, internet fees, fees for non-official contractors)

IV. TIME FRAME AND SCHEDULE OF WORK

Opening of Bid Proposals:

- Preparatory work / Design Approval
 - a. Submission of proposed booth design
 - b. Submission of all other required proposals
 - c. Selection of booth concept/design for approval

After Notice of Award:

- 24 August 2018
 - Approval and Finalization of the Booth Design
 - Revision of booth concept/design
 - Finalization of the booth concept/design
 - Presentation of materials to be used, if necessary
 - Preparation of all documents/requirements

- Finalization of artworks / graphic designs
- 16 - 17 September Set-up of Philippine booth at IT&CMA 2018 (or according to official event schedule)
- 18 - 20 September Maintenance during IT&CMA 2018 proper
- 20 - 21 September Egress/Stand Dismantling (or according to official event schedule)

V. CRITERIA FOR EVALUATION

1. The Consultant must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:

CRITERIA	%
QUALITY	
Experience and expertise in the design and set up of booth for large-scale and international events, including years of experience and number of projects handled. Expertise in the design, concept and theme based on the submitted previous work.	30
Adherence of those designs and concept to some specified proposed booth design elements and layout of the Philippine pavilion for IT&CMA 2018	30
Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions	20
Quality of personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff	20
TOTAL	100%

2. Evaluation Procedure. Pursuant to RA 9184 and its Revised IRR, the proposals shall be evaluated using Quality – Cost Based Evaluation (QBE).

VI. ADDITIONAL ELIGIBILITY REQUIREMENTS

1. Must have a minimum of five (5) years of experience in the business of designing and set up of special booths for large-scale international events, particularly in tourism travel and consumer trade fairs/exhibitions.

VII. TERMS OF PAYMENT

The indicative payment scheme is as follows:

OUTPUT / MILESTONE	% of payment
Mobilization Fee, upon submission of approved Gantt Chart	15%
Upon approval of final booth concept and design	35%
Upon satisfactory delivery of services, installation and dismantling of booth	50%
Total	100%

Total Budget allocation for the Philippine booth is *a maximum of* **Philippine Peso Eight Million Three Hundred Forty Seven Thousand Five Hundred Pesos Only (PHP 8,347,500.00)** inclusive of taxes, management fee, performance bond and other applicable fees.

The financial proposal should allow for at least two to three modifications in the stand layout and design, **without additional costs**, in case of needed adjustments or corrections in accordance with the needs and requirements of the end user. Bidders are required to submit detailed breakdown of its cost component for the project.

Note: The qualified consultants are required to make a presentation of the bid during the opening of the financial proposal.

For particulars please contact Ms. Yvette Cruz, Ms. Sherdoll Bayona Mr. Edmon Loza at telephone numbers 5259318 loc. 228 (Yvette), loc. 230 (Sherdoll) loc. 232 (Edmon)

Checklist of Eligibility Requirements

a) Class “A” Documents

Legal Documents

- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof such registration as stated in the Eligibility Data Sheet (EDS);
- Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidders is located;
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

Technical Documents

- Statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature to the contract to be bid, within the last three (3) years (Annex A)
- Statement of the consultant’s specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

Financial Document

- Audited Financial Statement, stamped, received by the BIR or its duly accredited and authorized institutions, for the immediately preceeding calendar year, showing among others the total assets and liabilities.

b) Class “B” Documents

- Valid Joint Venture Agreement (JVA) (ANNEX JVA), in case a 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance

Note: As per Revised IRR for R.A 9184 otherwise known as the Government Procurement Reform Act effective October 28, 2016, bidders may submit PhilGEPS Certificate of Registration (Platinum Membership) in lieu of “Class A” Eligibility Documents during the bid submission.

All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid. All pages of the documents shall be signed / initialed by the bidder or by his / her authorized representative. Bidders are required to submit one (1) original and two (2) copies of their eligibility documents.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly.

