

## Request for Quotation

5 March 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFQ 2020-03-103**

PR No. **2.055**

**Project Title:** Annual Investment Meeting (AIM) on 24 – 26 March 2020

**Requirements:** Services of a Booth Contractor

Qty	Particulars	Estimated Cost
Lot 1	<p>Services of a Booth Contractor for the PH Pavilion during the Annual Investment Meeting (AIM) on 24 – 26 March 2020</p> <p style="text-align: center;"><u>TERMS OF REFERENCE FOR THE SERVICES OF A BOOTH CONTRACTOR</u></p> <ul style="list-style-type: none"> <li>• <b>Project Name:</b> Annual Investment Meeting (AIM) 2020</li> <li>• <b>Venue:</b> Dubai World Trade Centre, UAE</li> <li>• <b>Date:</b> 24-26 March 2020</li> <li>• <b>Purpose/Objectives:</b></li> </ul> <p>The Tourism Promotions Board (TPB) is in need of the services of an Booth Contractor that will provide the set-up/installation, maintenance, and dismantling of the Philippine Pavilion for the Annual Investment Meeting (AIM) 2020 in accordance with the booth design to be provided by TPB, with the following eligibility:</p> <ol style="list-style-type: none"> <li>a. The company must be an accredited/official contractor of AIM 2020 and if not, the Company must shoulder the management fee set by the AIM 2020 Organizers;</li> <li>b. The Company must be able to collaborate, coordinate and cooperate with the TPB design team for the installation of the Philippine pavilion; and</li> <li>c. The company must have the capability to invest-in, purchase, or rent (and coordinate its shipment to the Annual Investment Meeting 2020 site, when needed) furniture and accent pieces needed to complete the Philippine experience through its pavilion design.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Background:</b></li> </ul> <p>AIM is the world’s leading platform for Foreign Direct Investment (FDI). It is an initiative of the UAE Ministry of Economy, held under the patronage of His Highness Sheikh Mohammed Bin Rashid Al Maktoum, UAE Vice President, Prime Minister, and Ruler of Dubai.</p>	<p>PhP990,000.00 or USD19,469.02</p>

	<p>It will hold its 10<sup>th</sup> edition under the theme “Investing for the Future: Shaping Global Investment Strategies” and will discuss the investment trends and the future of sustainable investment under AIM’s Five Pillars – Foreign Direct Investments (FDI), Startups, Small and Medium Enterprises (SMEs), Foreign Portfolio Investment (FPI) and Future Cities and its special event One Belt One Road.</p> <p>The Philippine Organizing Committee (POC) of the Expo 2020 Dubai convened by the Commissioner General included the AIM 2020 as part of the buildup activities leading towards Expo 2020 Dubai and AIM in 2021 will also be held within the Expo ground. It is noted that participating in the program will add value to its objectives to create awareness of the Philippines participation in the Expo, draw visitors to the Philippine Pavilion and push conversion of the experience to actual visits and investments to the Philippines.</p> <p>The Tourism Promotions Board in coordination with the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) will both reserved 36 square meters each for its combined country pavilion. TPB’s booth can accommodate (4) PIPP members with tourism related project offerings.</p> <ul style="list-style-type: none"> <li>• <b>Scope of Services:</b></li> </ul> <p>The Tourism Promotions Board (TPB) is inviting qualified companies preferably with an office/branch/AFFILIATION in Dubai or Middle East to provide the requirements of the abovementioned event based on the following guidelines:</p> <p style="padding-left: 40px;">A. Philippine Booth</p> <p style="padding-left: 80px;">Booth Design is to be provided by TPB/End-User.</p> <p><u>Stand specifications</u></p> <ul style="list-style-type: none"> <li>• Size: 72 sqm.</li> <li>• Dimensions: TBC *</li> <li>• Stand number: H7-17</li> <li>• Location: Dubai World Trade Centre, UAE</li> <li>• General Stand Design Theme: Tourism Investment Philippines and It’s More Fun In The Philippines</li> </ul> <p><u>Stand Elements and Deliverables</u></p> <p>Note: Please refer to the attached Terms of Reference (TOR).</p> <p><b>1. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Recyclable Acrylic brochure racks fit to size of materials, Directory of Exhibitors and stand layout</li> <li>• A considerable space/area within the Pavilion to house/display the “scale model of the “Bangkota”-inspired Philippine Pavilion at the World Expo 2020 in Dubai.</li> <li>• Carpeted platform/floor to conceal the electrical wirings and connections;</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Strong Wi-fi connectivity</li> <li>• Sufficient power outlets and amperes. Electric sockets per area should be recessed on the elevated floor to conceal all wires and should be with A or B socket (for Philippine electrical plugs);</li> <li>• Daily stand cleaning and maintenance including repair and replacement (before, during and after the event, per day);</li> <li>• Stand building and dismantling with supervision of the main man of the contractor and availability of maintenance and cleaning personnel for the duration of the event;</li> <li>• Delivery/transportation services for goods and materials from and to supplier storage to the venue;</li> <li>• Supervision and stand maintenance during the stand installation and dismantling and for the duration of the event;</li> <li>• Necessary manpower supply and support;</li> <li>• The contractor will be in charge of getting all necessary permits, electrical connections and health &amp; safety requirements and shouldering of fees as may be required by the event organizer;</li> <li>• Set-up, Installation and dismantling of the aforementioned stand while strictly following the rules and regulations set by the fair organizers</li> <li>• Dismantling inclusive of storage/disposal of the aforementioned booths/parts and egress on the dates designated by the event organizers;</li> <li>• Photo documentation of stand elements after completion of installation.</li> </ul> <p><b>2. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed;</b></p> <p><b><u>Company Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Services of a Booth Contractor who has the capability to implement the design of the Philippine Pavilion into a most feasible structural form that will conform to the exhibit guidelines of the venue.</li> <li>• Set-up, installation and dismantling of the Philippine booth in accordance to the requirements in compliance to the guidelines set by Strategic Marketing and Exhibitions.</li> <li>• The Booth Contractor will closely coordinate with TPB's assigned officer/s regarding booth concerns as well as the expected progress of the aforementioned.</li> <li>• The Booth Contractor should strictly follow the approved/agreed upon materials, furniture, equipment, accessories etc. and source immediate replacement if said items are not available and accessible, subject to approval of client/end-user. This applies as well to the color pantone of the booth, materials, furniture, accessories etc. aligned to the agency brand.</li> <li>• The Booth Contractor will provide necessary booth supplies, office materials, and disposables for visitors, as well as the Audio/visual technical requirements such as speakers, PA system, etc.</li> <li>• The Booth Contractor should adhere to the timeline to ensure timely completion, good quality and use of the required/desired materials.</li> </ul> <p><b><u>Technical Eligibility Documents:</u></b></p> <ul style="list-style-type: none"> <li>• List of large scale local/ international events serviced in the past three years</li> <li>• Company Financial Statement (audited and recent)</li> </ul>	
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**Timeframe and Schedule of Work:**

Due to the limited lead time, the Company must be able to come up with the most feasible timeline for the installation and rendering of the Philippine pavilion and at the same time work closely with the TPB.

Below is the exhibition timetable for reference:

<b>Sunday, 22 March 2020</b>	<b>00:01 AM</b> All open space contractors can start constructing their stands.
<b>Monday, 23 March 2020</b>	<b>01:00 PM</b> All shell scheme exhibitors can access their stands. 10:00 PM Build-up should be completed.  <u>Contractors and exhibitors will be asked to leave.</u>
<b>Tuesday, 24 March 2020</b>	<b>09:00 AM</b> Exhibition opening  <b>12:00 PM</b> Official exhibition grand opening <b>06:00 PM</b> End of exhibition timing
<b>Wednesday, 25 March 2020</b>	<b>09:00 AM</b> Exhibition opening <b>06:00 PM</b> End of exhibition timing
<b>Thursday, 26 March 2020</b>	<b>09:00 AM</b> Exhibition opens for exhibitors <b>06:00 PM</b> End of exhibition timing <b>06:30 PM</b> Contractors can start dismantling the stands
<b>Friday, 27 March 2020</b>	<b>12:00 PM</b> Contractors should evacuate the halls.

**Approved Budget for the Contract (ABC):**

Total Approved Budget for the Contract (ABC) is PHP990,000.00 or USD19,469.02, inclusive of applicable taxes.

**Payment Procedure**

Full payment upon completion and acceptance of the Philippine Pavilion by the representatives of Tourism Promotions Board and upon complete dismantling of the Philippine Pavilion on the date designated by the event organizers and as appropriate.

**Non-Disclosure Agreement**

A Non-Disclosure Agreement will cover this engagement. The design is for exclusive use of the Philippines, particularly the TPB, and is confidential and should not be divulged to any other third party other than the contracted suppliers.

**Note:** The amount of bid shall be converted into Philippine Peso (Php) based from Bangko Sentral ng Pilipinas (Central Bank of the Philippines) conversion at the time of the opening bids. The bid prices shall be quoted either in Philippine Pesos or United States Dollars at the discretion of the Consultant.

Terms	As provided in the Terms of Reference (TOR) – Payment Procedure.
Delivery	As provided in the Terms of Reference (TOR) – Timeframe and Schedule of Work
ABC	<b>PhP990,000.00 or USD19,469.02</b> inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 12:00 noon on **11 March 2020, in a sealed envelope**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**Sgd.**

**ELOISA A. ROMERO**

Administrative Officer V

Procurement and General Services Division

Contact Person

**FARHAN M. AMBIONG**

Contact No

8 525-9318 local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *SEC/DTI Certificates (valid)*
2. *Business or Mayor`s Permit/Certification (valid) or equivalent document*
3. *Tax Clearance/Annual Income Tax Return – 2019 (valid) or equivalent document*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *duly notarized Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_