

## REQUEST FOR QUOTATION

February 25, 2025

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

**Request for Quotation No. 2025-02-059**

**REQUIREMENTS:** Services of Booth Contractor for Arabian Travel Market 2025

| Quantity | Particulars  | Estimated Unit Price | Estimated Total Amount |
|----------|--|----------------------|------------------------|
| 1 LOT    | <p><b>SCOPE OF WORK/DELIVERABLES</b></p> <p><b>Installation, Maintenance, and Dismantling</b></p> <ol style="list-style-type: none"> <li>Setup &amp; Construction: <ul style="list-style-type: none"> <li>The pavilion must be fully installed at least one (1) day before the event opening.</li> <li>Coordination with event organizers for compliance with venue regulations.</li> </ul> </li> <li>On-Site Management: <ul style="list-style-type: none"> <li>Dedicated technical team for maintenance during event hours.</li> <li>Quick-response support for any booth-related issues.</li> </ul> </li> <li>Dismantling &amp; Disposal: <ul style="list-style-type: none"> <li>Complete booth removal within the official breakdown period.</li> <li>Proper disposal/recycling of materials following venue guidelines.</li> </ul> </li> </ol> <p>Note: Booth design, installation, maintenance, and dismantling strictly following the ATM organizers' rules and regulations, including material handling and storage.</p> | PhP 11,844,220.73    | PhP 11,844,220.73      |

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|  | <p><b>Philippine Pavilion Design, Concept and Details:</b></p> <ol style="list-style-type: none"> <li>1. Theme &amp; Branding: The booth must align with the Philippines' latest tourism campaign and branding.</li> <li>2. Floor Area: Approximately 129.5 sqm</li> <li>3. Layout &amp; Aesthetics: Pavilion set-up with three (3) sides open<br/>Open and inviting design with designated areas for exhibitors, meetings, storage, and branding displays.</li> <li>4. Sustainability: Use of eco-friendly and reusable materials where feasible.</li> <li>5. The design of the Pavilion should have a fusion of history and modern Filipino touches with focus on award-winning and sustainable tourism destinations and communities providing trade partners and visitors a total sensory experience through various trade and consumer activities lined-up for the event.</li> </ol> <p><b>Note:</b> Bidder should be flexible in terms of incorporating inputs in the overall look of the Philippine stand and be able to provide the necessary adjustments on paper (floor plan and perspectives) within 48 hours after inputs from TPB. The TPB should approve and sign the final floor plan/s, perspectives, and working drawings (including lighting, electricals, graphics, and accent plans) before implementation.</p> <p>6. General stand design theme: Philippines: Award-winning destination for relaxation, exploration, and inspiration</p> <p><b>Philippine Pavilion requirements:</b></p> <ol style="list-style-type: none"> <li>1. Structure and Build       <ol style="list-style-type: none"> <li>1.1 Custom-built pavilion</li> <li>1.2 High-quality materials, stable framework, and aesthetic finishes.</li> <li>1.3 Elevated carpeted platform/floor to conceal the electrical wirings and connections;</li> </ol> </li> </ol> |  |  |
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|  | <p>1.4 Furniture and fixtures should depict a modern Philippines and conform to the general theme policy direction of anchoring on responsible and sustainable tourism under the umbrella country branding campaign Love the Philippines.</p> <p>1.5 Sufficient power outlets (minimum of 2 sockets) and correct amp;</p> <p><b>2.Branding &amp; Graphics</b></p> <p>2.1 Digital printing, using materials that are ecological, for backdrop visuals/overhead ceiling banners with trusses/interior decor as needed, fresh plants and flowers, sufficient lighting plan and fixtures, and other decorative elements and accessories;</p> <p><b>3. VIP Lounge, Information Counters and Exhibitor Areas</b></p> <p>3.1 Two (2) Philippine Information counters with at three (3) high-chairs per counter, LED screen/s, power outlet, lockable cabinets, brochure racks, Directory of Philippine Co-Exhibitors with stand, floor plan, appropriate visuals and accessories;</p> <p>3.2 Maximum of Twenty-two (22) individual counter stations with the following provisions:</p> <ul style="list-style-type: none"> <li>• Tables with four (4) chairs or stools, whichever is appropriate,</li> <li>• individual electric outlet and adaptors,</li> <li>• individual trash bin,</li> <li>• lockable cabinet,</li> <li>• provision for installation of individual corporate names and logos.</li> </ul> <p>3.3 One (1) main VIP Reception Lounge that can comfortably accommodate 5-6 officials/guests at one given time and should have the following: lounge chairs, center &amp; side tables, Wi-Fi connectivity, appropriate accessories, console tables with lockable</p> |  |  |
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|  | <p>cabinets, sufficient number of electric outlets with adaptor (if needed);</p> <p><b>4. AV &amp; Digital Integration</b></p> <p>4.1 An area equipped with hanging LED screen and other necessary technical riders that could double-up for video presentations, live animation, and media briefs/announcements on the new marketing directions and strategies of DOT and TPB relative to the promotion of the Philippines as a choice destination for leisure travel, FITs, M.I.C.E., etc;</p> <p>4.2 Sound system for presentations and background music.</p> <ul style="list-style-type: none"><li>• 1 mixer</li><li>• 4 active speakers w/ speaker stands</li><li>• 2 condenser microphones</li><li>• 2 wireless microphones</li></ul> <p>4.3 Wi-Fi connectivity for exhibitors and guests.</p> <p><b>5. Other Features</b></p> <p>5.1 Appropriate storage area with lockable lockers (enough to accommodate personal belongings/effects of Philippine sellers/ reps), storage areas should have the following: lockable lockers, ward-robe/coat hangers, mirror, shelves for brochures to include a mini office area for the color printer with ink, bond paper, etc.</p> <p>5.2 Service kitchen cum dining area (for the Philippine delegation) which should have the following: sink with running water, hot and cold-water dispenser, coffee maker, water percolator, refrigerator, storage cabinet and shelves, trash bins with ample supply of trash bags, dining area with counters and bar stools, lockable door;</p> <p>6. Provision of Professional Fee for the creative design for mood board and sketch-up plan in the</p> |  |  |
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|                         | <p>amount of Php 350,000.00 or approximately USD 6,034.48</p> <p>7. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed;</p> <p>Note:</p> <p>1. TPB reserves the right to modify the booth design prior to final approval.</p> <p>2. The contractor must ensure compliance with the event organizer’s regulations.</p> <p>3. Any delays or failure to meet the agreed timeline may result in penalties.</p> <p><b>QUALIFICATIONS OF THE SERVICE PROVIDER</b></p> <p>The contractor must:</p> <ul style="list-style-type: none"><li>. Be a legally registered company authorized to operate in Dubai, UAE.</li><li>. Have at least five (5) years of experience in exhibition booth design and construction.</li><li>. Have completed at least three (3) similar projects in international trade fairs. (at least 100 sqm pavilion/booth design)</li><li>. Have the necessary business permits, and accreditations from the event organizer and/or the venue required for the event.</li></ul> <p><b>PAYMENT TERMS</b></p> <table><tr><th>TRANCHE</th><th>PAYMENT TERMS</th><th>MILESTONES</th></tr><tr><td>1<sup>ST</sup> Tranche</td><td>50% Initial Payment</td><td>Upon approval of final design and approved graphics and signing of contract.</td></tr></table> | TRANCHE  | PAYMENT TERMS | MILESTONES | 1 <sup>ST</sup> Tranche | 50% Initial Payment | Upon approval of final design and approved graphics and signing of contract. |  |  |
|-------------------------|--|--|---------------|------------|-------------------------|---------------------|--|--|--|
| TRANCHE                 | PAYMENT TERMS  | MILESTONES   |               |            |                         |                     |  |  |  |
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|  | 2 <sup>ND</sup> Tranche  | 50% Final Payment | Upon satisfactory completion of the project and submission of final report. |  |  |
|  | <p>The financial bid shall be based on the published Exchange Rate of the Central Bank of the Philippines at the time of the opening of the quotation</p> <p><b>OTHER TECHNICAL AND FINANCIAL REQUIREMENTS</b><br/> Interested bidders must submit the following:<br/> 1. Company profile and track record in exhibition booth construction.<br/> 2. Portfolio of previous international trade fair projects.<br/> 3. The quotation must include the detailed breakdown of the cost of items/deliverables.</p> <p><b>AWARD OF CONTRACT</b><br/> The winning bidder shall be determined based on the Single/Lowest Calculated Responsive Quotation.</p> <p><b>CONTRACT DURATION</b><br/> From the date of the receipt of the Notice to Proceed until the completion of the deliverables.</p> <p><b>SUBMIT THE FOLLOWING:</b><br/> <b>1) TECHNICAL REQUIREMENTS</b><br/> a. Company Profile<br/> b. Accomplished Statement of Compliance to the Technical Specifications<br/> c. List of completed similar project for the past 5 years.</p> |                   |   |  |  |

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|  | <p><b>2) LEGAL REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>a. Business/Mayor’s permit or its equivalent</li><li>b. Income/Business Tax Return or its equivalent</li><li>b. Notarized Omnibus Sworn Statement</li><li>c. Notarized Performance Securing Declaration</li></ul> <p>The document to be submitted to the Bids and Award Committee if in foreign language other than English, must be accompanied by a translation in English, which 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</p> <p><b>Attachments:</b></p> <ul style="list-style-type: none"><li>a. Statement of Compliance to the Technical Specifications</li><li>b. Omnibus Sworn Statement Form</li><li>c. Performance Securing Declaration Form</li><li>d. Final Booth Design</li></ul> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>a. All entries must be typewritten on your company letterhead.</li><li>b. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li></ul> <p><b>PRE-BIDDING CONFERENCE:</b><br/>Date: March 5, 2025 4:00 P.M. (via Zoom Link)<br/>Philippine Time</p> <p>Bidders may obtain the Zoom link of the Pre-Bid Conference from the BAC Secretariat through email: <a href="mailto:bac_sec@tpb.gov.ph">bac_sec@tpb.gov.ph</a> and/or <a href="mailto:soc_torres@tpb.gov.ph">soc_torres@tpb.gov.ph</a></p> <p><b>BID OPENING:</b><br/>Date: March 10, 2025 4:30 P.M (via Hybrid)<br/>Philippine Time</p> |  |  |
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| Terms | 30 days upon receipt of invoice   |  |  |
| ABC   | <p>The total budget for the Philippine booth is approximately <b>ONE HUNDRED NINETY SIX THOUSAND EIGHT HUNDRED NINETY SEVEN US DOLLARS AND 42/100 (USD 196,897.42) or not exceeding to ELEVEN MILLION EIGHT HUNDRED FORTY-FOUR THOUSAND TWO HUNDRED TWENTY PESOS AND 71/100 (PHP 11,844,220.71) inclusive of all applicable taxes and fees.</b></p> <p>The bid price must include workforce, logistics, ATM organizer's fees, bank transfer fees, other charges, and other expenses needed to set up the booth. The financial proposal should allow for stand design and layout modifications depending on the needs and requirements of the end user.</p> <p><b>The quotation must include the detailed breakdown of the cost of items/deliverables.</b></p> |  |  |

Please submit your quotation, statement of compliance, and legal and technical documents duly signed by your authorized representatives to the [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **March 10, 2025 on or before 3:00 P.M. Philippine Time.**

The quotation is subject to the Terms and Conditions as stated in the attached Technical Specifications.

The submission of the quotation must be in a password-protected compressed file folder. Password shall be requested by the BAC Secretariat after the deadline of the submission of quotation.

The winning Bidder shall submit all original documents to the BAC Secretariat after the issuance of Notice to Proceed.



Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



**JANET G. VILLAFRANCA**

Acting Head, Procurement Management Division  
Finance Department *SDC*

Contact Person

Contact No.

**MR. SOCRATES G. TORRES**

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