

REQUEST FOR QUOTATION (RFQ)

30 June 2025

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

Quotation No. TPB-RFQ.2025.06.180

PR No. 5.046

REQUIREMENTS: SERVICE PROVIDER FOR THE INSTALLATION, MAINTENANCE, AND DISMANTLING OF THE PHILIPPINE BOOTH IN THE INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2025

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>SCOPE OF SERVICES / DELIVERABLES</p> <p>A. Installation, Maintenance, and Dismantling</p> <ol style="list-style-type: none"> 1. Setup and Installation 2. On-Site Management 3. Dismantling and Disposal <p>B. Philippine Booth Design, Concept and Details:</p> <ol style="list-style-type: none"> 1. Theme and Branding: The booth must align with the Philippines' latest tourism campaign and branding. 2. Floor Area: Approximately 171 sqm 3. Layout and Aesthetics: Booth set-up - Island Style. 4. Sustainability: Use of eco-friendly, real decorative plants and reusable materials where feasible. 5. The design of the booth 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. 6. Provision of at least one (1) LED Love the Philippines build-up signage, estimated height 103 CM per letter. 	<p>PhP5,259,791.09 or USD94,469.73</p>	<p>PhP5,259,791.09 or USD94,469.73</p>

	<p>7. Submit two (2) proposed designs together with the Technical Bid.</p> <p>8. General stand design theme: Philippines: Award-winning destination for relaxation, exploration, Filipino warmth and hospitality. Design peg and exhibitors' manual available upon request.</p> <p>C. Philippine Booth requirements:</p> <p>1. Structure and Build</p> <p>1.1 Custom-built booth</p> <p>1.2 High-quality materials, stable framework, and aesthetic finishes.</p> <p>1.3 Elevated carpeted platform/floor to conceal the electrical wiring and connections;</p> <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 Furniture and fixtures should depict a modern Philippines, anchored on the general directions of TPB Management on responsible and sustainable tourism;</p> <p>1.6 Sufficient power outlets that are the same as the Philippines plug Type A, Type B, and Type C, or at least provide an adaptor (minimum of 2 sockets) and correct amperes.</p> <p>1.7 Strong Wi-fi connectivity with at least 100Mbps and available for at least 60 pax to access simultaneously, exclusive to the Philippine Booth.</p> <p>1.8 All images or artwork to be printed or displayed in the booth must be properly lit or backlit. Avoid using warm-toned lighting.</p> <p>2. Branding and Graphics</p>		
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	<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, a sufficient lighting plan and fixtures, and other decorative elements and accessories;</p> <p>3. VIP Lounge, Information Counter, and Exhibitor Areas</p> <p>3.1 One (1) Philippine Information counter with at least four (4) highchairs, LED screen/s with audio system for one wall with a minimum height of four (4) Meters, LED light/strip in the information counter, power outlet, two (2) fresh planters, one (1) real ornamental plant, lockable drawers;</p> <p>3.2 Basic office supplies with one (1) set of stapler with staple wire, scissors, scotch tape, paperclip, permanent markers, pens, etc., brochure racks, two (2) panels of Directory of Philippine Co-Exhibitors, two (2) business card holders/organizer(to be turned over to TPB), Booth Map/floor plan, appropriate visuals and accessories;</p> <p>3.3 Two (2) A4 Acrylic stand signage for directory and booth map;</p> <p>3.4 Maximum of Twenty-two (22) B2B table</p> <p>3.5 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 & side tables, Wi-Fi connectivity, appropriate accessories, console tables, with fresh and real ornamental plants, sufficient number of electric outlets with adaptor and stanchion (if needed);</p> <p>4. Other Features</p> <p>4.1 Storage area with lockers (enough to accommodate personal belongings/effects of Philippine sellers/ reps), storage area should have</p>		
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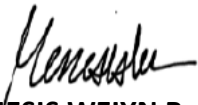
	<p>the following: shelves for brochures. Dining area (for the Philippine delegation), trash bins with ample supply of trash bags,</p> <p>4.2 Hot and cold-water dispenser with daily water supply/drinking water, Filipino snacks, coffee, tea, creamer, sugar, paper plates, disposable cutlery, cups, tissue, and tea amenities good for 60 pax for three (3) days;</p> <p>5. Ice cream kiosk design and necessary electrical supply during the duration event, if necessary;</p> <p>6. Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed, including daily cleaning and garbage collection;</p> <p>7. Provision of one official photographer to document the Philippine booth activities during the whole duration of the event;</p> <p>8. Photographs for documentation of stand elements after completion of installation. The TPB shall have full ownership of all the images gathered and presented (both in hard and soft copy files) from the event;</p> <p>9. Necessary fees, permits, and licenses to operate within the event venue.</p> <p><u>*NOTE: Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></p> <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Business permit <i>or its equivalent</i> 2. Latest Income/Business Tax Return <i>or its equivalent</i> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile to include portfolio of similar projects within the last five (5) years. 2. Accomplished Statement of Compliance 3. Two (2) Proposed Design 		
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	Attachments: 1. Technical Specifications 2. Statement of Compliance Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	30 days upon receipt of the invoice.		
ABC	The Approved Budget for the Contract (ABC) is PhP5,259,791.09 or USD94,469.73 inclusive of all applicable taxes.		

Please submit your **quotation** together with the **legal and technical requirements** duly signed by your authorized representative to email addresses: **kristine_aclan@tpb.gov.ph** / **bac_sec@tpb.gov.ph** not later than **07 July 2025 at 05:00 PM**, subject to the Terms and Conditions stated herein.

The Tourism Promotions Board Philippines is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



GENESIS WEIYN B. LEE

Acting Head, Procurement Management Division

CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE INSTALLATION, MAINTENANCE, AND DISMANTLING OF THE PHILIPPINE BOOTH IN THE INTERNATIONALE TOURISMUS BORSE (ITB) ASIA 2025

15-17 October 2025-Marina Bay Sands Expo and Convention Center, Singapore

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification, stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false, either during Bid evaluation, may be regarded as fraudulent and render the Bidder or supplier liable for prosecution, subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<p>A. Installation, Maintenance, and Dismantling</p> <ol style="list-style-type: none"> Setup and Installation: <ul style="list-style-type: none"> The pavilion must be fully installed at least a day before the event opening. Coordination with event organizers for compliance with venue regulations. On-Site Management: <ul style="list-style-type: none"> Dedicated technical team for maintenance during event hours. Quick-response support for any booth-related issues. Market development strategy and action plan to include: <ul style="list-style-type: none"> Annual market development plan; Financial plan; Media plan; and Crisis management and other contingency plans. <p>Note: Booth design, installation, maintenance, and dismantling are strictly following the organizers' rules and regulations, including material handling and storage.</p>	
2.	<p>B. Philippine Booth Design, Concept and Details:</p> <ol style="list-style-type: none"> Theme and Branding: The booth must align with the Philippines' latest tourism campaign and branding. Floor Area: Approximately 171 sqm Layout and Aesthetics: Booth set-up - Island Style. Open and inviting design with designated areas for exhibitors, meetings, storage, and branding displays. Sustainability: Use of eco-friendly, real decorative plants and reusable materials where feasible. The design of the booth should have a fusion of history and modern Filipino touches, with focus on award-winning and sustainable 	

	<p>tourism destinations and communities, providing trade partners and visitors a total sensory experience through various trade and consumer activities lined up for the event.</p> <p>6. Provision of at least one (1) LED Love the Philippines build-up signage, estimated height 103 CM per letter.</p> <p>7. Submit two (2) proposed designs together with the Technical Bid.</p> <p>8. General stand design theme: <i>Philippines: Award-winning destination for relaxation, exploration, Filipino warmth and hospitality. Design peg and exhibitors' manual available upon request.</i></p> <p>Note: Bidder should be flexible in terms of incorporating inputs in the overall look of the Philippine booth and be able to provide the necessary adjustments on paper (floor plan and perspectives) within 3 days after inputs from TPB. The TPB should approve and sign the final floor plan/s, perspectives, and working drawings before implementation.</p>	
C. Philippine Booth requirements:		
3	<p>1. Structure and Build</p> <p>1.1 Custom-built booth</p> <p>1.2 High-quality materials, stable framework, and aesthetic finishes.</p> <p>1.3 Elevated carpeted platform/floor to conceal the electrical wiring and connections;</p> <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, <i>Love the Philippines</i>;</p> <p>1.5 Furniture and fixtures should depict a modern Philippines, anchored on the general directions of TPB Management on responsible and sustainable tourism;</p> <p>1.6 Sufficient power outlets that are the same as the Philippines plug Type A, Type B, and Type C, or at least provide an adaptor (minimum of 2 sockets) and correct amperes.</p> <p>1.7 Strong Wi-fi connectivity with at least 100Mbps and available for at least 60 pax to access simultaneously, exclusive to the Philippine Booth.</p> <p>1.8 All images or artwork to be printed or displayed in the booth must be properly lit or backlit. Avoid using warm-toned lighting.</p>	
4	<p>2. Branding and Graphics</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, a sufficient lighting plan and fixtures, and other decorative elements and accessories;</p>	
5	3. VIP Lounge, Information Counter, and Exhibitor Areas	

	<p>3.1 One (1) Philippine Information counter with at least four (4) highchairs, LED screen/s with audio system for one wall with a minimum height of four (4) Meters, LED light/strip in the information counter, power outlet, two (2) fresh planters, one (1) real ornamental plant, lockable drawers;</p> <p>3.2 Basic office supplies with one (1) set of stapler with staple wire, scissors, scotch tape, paperclip, permanent markers, pens, etc., brochure racks, two (2) panels of Directory of Philippine Co-Exhibitors, two (2) business card holders/organizer(to be turned over to TPB), Booth Map/floor plan, appropriate visuals and accessories;</p> <p>3.3 Two (2) A4 Acrylic stand signage for directory and booth map;</p> <p>3.4 Maximum of Twenty-two (22) B2B table with the following provisions:</p> <ul style="list-style-type: none"> • Tables with four (4) ghost chairs or solihya-inspired chairs with back rest; • individual electric outlet and adaptors; • individual trash bin; • lockable cabinet; • Provision for installation of individual corporate names, logos, and assigned table number. <p>3.5 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 & side tables, Wi-Fi connectivity, appropriate accessories,</p>	
6	<p>4. Other Features</p> <p>4.1. Storage area with lockers (enough to accommodate personal belongings/effects of Philippine sellers/ reps), storage area should have the following: shelves for brochures. Dining area (for the Philippine delegation), trash bins with ample supply of trash bags,</p> <p>4.2. Hot and cold-water dispenser with daily water supply/drinking water, Filipino snacks, coffee, tea, creamer, sugar, paper plates, disposable cutlery, cups, tissue, and tea amenities good for 60 pax for three (3) days;</p>	
7	Ice cream kiosk design and necessary electrical supply during the duration event, if necessary;.	
8	Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed, including daily cleaning and garbage collection.	
9	Provision of one official photographer to document the Philippine booth activities during the whole duration of the event.	
10	Photographs for documentation of stand elements after completion of installation. The TPB shall have full ownership of all the images gathered	

	and presented (both in hard and soft copy files) from the event.							
11	Necessary fees, permits, and licenses to operate within the event venue.							
12	Note: 1. <i>TPB reserves the right to modify the booth design prior to final approval.</i> 2. <i>The contractor must ensure compliance with the event organizer’s regulations.</i>							
13	ELIGIBILITY REQUIREMENTS 1. Must be a legally registered company and authorized to operate in Singapore. Must have been in operation for the last five (5) years in exhibition booth design and construction. – Business Permit or its equivalent 2. Must have handled similar projects/contracts in the last 5 years; - List of all similar projects/contracts							
14	APPROVED BUDGET FOR THE CONTRACT (ABC) The ABC for the contract is inclusive of all applicable taxes and fees. <u>The amount of bid shall be based on the effective exchange rate of the Bangko Sentral ng Pilipinas at the time of the Bid Opening. Bids received in excess of the ABC shall be automatically rejected at the bid opening.</u> <table><tr><td>Five Million Two Hundred Fifty-Nine Thousand Seven Hundred Ninety-One Pesos And 09/100</td><td>PhP5,259,791.09 or USD 94,469.73</td></tr></table>	Five Million Two Hundred Fifty-Nine Thousand Seven Hundred Ninety-One Pesos And 09/100	PhP5,259,791.09 or USD 94,469.73					
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15	TERMS OF PAYMENT <table><tr><th>DELIVERABLES/MILESTONES</th><th>PAYMENT TERMS</th></tr><tr><td>Upon approval of the final design by TPB and proof of permission to build by the organizer, if applicable.</td><td>1st Tranche: 50 %</td></tr><tr><td>Upon satisfactory completion of the project, and issuance of certificate of project completion and acceptance.</td><td>2nd Tranche: 50%</td></tr></table>	DELIVERABLES/MILESTONES	PAYMENT TERMS	Upon approval of the final design by TPB and proof of permission to build by the organizer, if applicable.	1st Tranche: 50 %	Upon satisfactory completion of the project, and issuance of certificate of project completion and acceptance.	2nd Tranche: 50%	
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Upon satisfactory completion of the project, and issuance of certificate of project completion and acceptance.	2nd Tranche: 50%							
16	CONTRACT DURATION From the date of the receipt of the Notice to Proceed until the completion of the deliverables.							

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date