

## REQUEST FOR QUOTATION (RFQ)

11 August 2025

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

Quotation No. **TPB-RFQ.2025.08.232**

PR No. **2025.07.047**

**REQUIREMENTS: SERVICES OF A BOOTH CONTRACTOR FOR THE BOOTH DESIGN, SET-UP, MAINTENANCE, AND DISMANTLING OF THE PHILIPPINE PAVILION FOR WORLD TRAVEL MARKET 2025**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p><b>SCOPE OF SERVICES / DELIVERABLES</b></p> <p><b>A. Booth Design and Layout</b></p> <p><b>1. Booth Specifications:</b></p> <ul style="list-style-type: none"> <li>Area: Total: 330 sqm 11m (W) x 33m (L)</li> <li>Island Booth (4 sides open)</li> </ul> <p><b>2. Open Design Concept:</b></p> <p>The booth must be fully open on all four sides, encouraging maximum visitor flow and high visibility from all angles. The design focuses on creating an engaging and seamless movement for visitors, allowing them to explore the diverse offerings of the Philippines all while facilitating effective B2B interactions around the perimeter.</p> <p><b>3. Design Theme:</b></p> <p><b>Love The Philippines: Breathe. Heal. Discover.</b></p> <p>Tagline: <i>Breathe deeply. Heal wholly. Discover endlessly.</i></p> <p><b>B. Design Consultant</b></p> <p>Provision of Professional fees for the creative design of the mood board and sketch-up plan of the Philippine booth in the amount of <b>Two Million One Hundred Sixty-One Thousand Five Hundred Pesos (PhP2,161,500.00).</b></p>	PhP22,000,000.00	PhP22,000,000.00

	<p><b>C. Booth Construction, Set-up, Maintenance, and Dismantling</b></p> <p><b>1. Construction &amp; Set-up:</b></p> <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> <p><b>2. On-Site Management:</b></p> <ul style="list-style-type: none"> <li>• Technical team on stand-by for physical and technical booth maintenance during the event.</li> <li>• Quick-response support for any booth-related issues.</li> </ul> <p><b>3. Dismantling &amp; Disposal:</b></p> <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> <p><b>D. Philippine Pavilion Requirements</b></p> <p><b>1. Business to Business (B2B) Area:</b></p> <p>B2B Workstations:</p> <ul style="list-style-type: none"> <li>• Minimum thirty (30) individual company work stations/ negotiating areas for Philippine private sector companies along the perimeter of the booth; and</li> <li>• Minimum two (2) workstations/ negotiating areas for government sector representatives</li> <li>• Each B2B workstation must have: <ul style="list-style-type: none"> <li>- One (1) table</li> <li>- Four (4) chairs</li> <li>- Small lockable storage cabinet with shelves</li> <li>- Individual electric outlets (should be concealed and bolted to the B2B table/structure) and adaptors</li> <li>- Co-exhibitor name / signage</li> <li>- 1 small garbage bin per table (concealed <b>if possible</b>)</li> </ul> </li> </ul> <p><b>2. VIP Lounge:</b></p> <p>One (1) semi-enclosed VIP Lounge that can</p>		
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	<p>comfortably accommodate 6-8 officials/guests and should have the following:</p> <ul style="list-style-type: none"> <li>• Lounge chairs</li> <li>• Center and side tables</li> <li>• Interior décor and styling with appropriate furniture, furnishings, and accents / accessories</li> <li>• Furniture and fixtures should depict a modern Philippines and conform to the general theme, “Love The Philippines”</li> </ul> <p><b>3. Information Counters:</b> Minimum of two (2) Information counters with the following</p> <ul style="list-style-type: none"> <li>• Minimum two (2) chairs per counter</li> <li>• Concealed power outlets</li> <li>• Lockable cabinets (preferably sliding door) with shelves and drawers</li> <li>• Promo Materials counter: provision of either brochure racks, calling card holders /racks, or LED screens or interactive tablets</li> <li>• Appropriate visuals, and other accessories to display the following: <ul style="list-style-type: none"> <li>- Schedule of activities / announcements/activities during the event</li> <li>- QR code for the travel app and website</li> <li>- Schedule of activities at the activation zones sponsored by the Philippines (at least 4)</li> <li>- QR code for the Directory of the Philippine Exhibitors;</li> </ul> </li> </ul> <p><b>4. Storage Area/ Cloak Room:</b> Appropriate storage area with individual lockers enough to accommodate personal belongings/effects of the Philippine delegation. Area should have the following:</p> <ul style="list-style-type: none"> <li>• Lockable lockers (maximum 60)</li> <li>• Wardrobe/coat hangers</li> <li>• Mirror</li> <li>• Shelves for promo materials, gifts, and cleaning supplies</li> <li>• A mini office area for the color printer with ink, bond paper, etc</li> </ul>		
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	<p><b>5. Pantry/Dining area (for the Philippine delegation)</b> Should have the following items and appropriate storage:</p> <ul style="list-style-type: none"> <li>• Two (2) sinks (separate hand washing and food washing) with running water</li> <li>• Hot and cold water dispenser</li> <li>• Espresso Machine</li> <li>• Refrigerator with freezer</li> <li>• Microwave</li> <li>• Fire blankets/extinguisher</li> <li>• Storage cabinets and shelves</li> <li>• Trash bins with ample supply of trash bags</li> <li>• Small dining area with table/s and bench/stools</li> <li>• Lockable door</li> </ul> <p><b>6. Booth Activations Area:</b> Provision of required furniture and fixtures for activities</p> <p><b>7. Lighting and Multimedia:</b></p> <ul style="list-style-type: none"> <li>• General Lighting: LED lighting for ambient and task-specific use</li> <li>• Accent Lighting: Focused lights on branding, artwork, or cultural displays</li> <li>• Multimedia: <ul style="list-style-type: none"> <li>- LED screens (tbc; will depend on design and costs)</li> <li>- Smaller displays at info counters and activation area</li> <li>- One (1) mixer</li> <li>- Four (4) active speakers with speaker stands</li> <li>- Minimum two (2) condenser microphones</li> <li>- Minimum two (2) wireless microphones</li> </ul> </li> </ul> <p><b>8. Utilities &amp; Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Power: Adequate distribution of electrical outlets in all zones</li> <li>• Internet: Secure and dedicated high-speed Wi-Fi internet connectivity for Philippine booth</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Flooring: Durable, anti-slip material; must conceal electrical wirings and connections; branding and color themes optional</li> <li>• Waste Management: Eco bins in pantry and public zones for recycling; ensure compliance of waste management system of venue and/or organizers</li> <li>• General: Other pertinent inclusions deemed necessary by both parties to improve the general look and function of the stand and other logistical services as needed</li> </ul> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. TPB reserves the right to modify the booth design prior to final approval.</li> <li>2. The contractor must ensure that all materials and construction complies to the event organizer's regulations for safety, sustainability, and accessibility.</li> </ol> <p><b>PROJECT IMPLEMENTATION SCHEDULE:</b> 04 – 06 November 2025 at ExCel London, United Kingdom</p> <p><b>*NOTE:</b> <u>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></p> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Business permit <i>or its equivalent</i></li> <li>2. Latest Income/Business Tax Return <i>or its equivalent</i></li> <li>3. Secretary's Certificate or an equivalent document authorizing the signatory, to sign on behalf of the Corporation</li> </ol> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Accomplished Statement of Compliance</li> <li>2. Company profile and track record in exhibition booth construction</li> <li>3. Portfolio of previous international trade fair projects</li> <li>4. Curriculum vitae (CV) of the key personnel</li> </ol>		
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	<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance</li> <li>3. Approved Booth Design</li> </ol> <b>Note:</b> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of the invoice.		
ABC	<p>The Approved Budget for the Contract (ABC) is <b>Php22,000,000.00</b> inclusive of all applicable taxes. The financial proposal should allow for at least 2-3 modifications in the stand layout and design in accordance with the needs and requirements of the end user. Bidders are required to submit a detailed breakdown of its cost component of the project.</p> <p><b>Note:</b> <i>The amount of bid shall be based on the Bangko Sentral ng Pilipinas (Central Bank of the Philippines) effective exchange rate at the time of the opening bids. Bids received in excess of the ABC shall be automatically rejected at the bid opening.</i></p>		

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 **18 August 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.



**SOLEIL MOON A. FAJARDO**

Officer-in-Charge, Procurement Management Division

**CONTACT PERSON: KRISTINE HEIZELLE B. ACLAN**