



DOT-BAC IB No. 2016-088



INVITATION TO BID

The Philippine Department of Tourism (PDOT), through the Bids and Awards Committee (BAC), invites suppliers to bid for the hereunder project. Considering that the Philippine booth is to be set-up at the venue of the event in Paris, France, bidders with tie-up or based in Paris, France, will be preferred.

TERMS OF REFERENCE

I. Project Title	:	IFTM Top Resa 2016
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	September 20 – 23, 2016 (event proper) Tuesday – Friday
Venue	:	Pavilion 7.1, VIPARIS Port de Versailles Paris, France
Location	:	TBC
Booth size	:	80sqm

II. Purpose / Objectives

The Philippines Department of Tourism (DOT) is in need of the services of a booth contracting company who will conceptualize the design of the Philippine booth for IFTM Topresa 2016 in Paris, France.

IFTM Top Resa is one of the biggest events for networking, doing business, innovations, and keeping abreast of all market developments in the tourism industry in France. The exhibition offers some of the most effective opportunities for developing markets, introducing new products, and networking with buyers and sellers. It covers various segments of the French tourism industry, including Leisure, Business, and Events.

III. Capability Requirements

- Must have an experience rendering services at international exhibitions
- Must have the capability to operate in Paris
- Must be able to get accreditation from IFTM Top Resa organizers
- Must be accredited by the exhibition center, VIPARIS Port de Versailles
- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to IFTM Top Resa site, assemble and install AV equipment, and furniture accent pieces for the Philippine booth

III. Philippine Booth Design Objectives

- Generate a positive name recall and brand awareness for Philippine tourism, using the following campaigns:
 - It's More Fun in the Philippines
 - Visit the Philippines Again 2016
- Create an atmosphere that reflects a unique and modern destination, to establish the Philippines as a premier tourist destination in Asia;
- Project the Philippines as a young, dynamic, and creative society;
- Create an attractive and interactive booth design to attract buyers, press and travel trade guests to visit the Philippine Pavilion.

IV. Scope of Work / Deliverables

The Philippines Department of Tourism requires a package of services for the following:

1. Philippine booth design – a functional booth that will accommodate eight (8) exhibitors and showcase the Philippines' top destinations, incorporating the design pegs to be supplied by the DOT
2. Design and construct space that will accommodate the following:
 - 3.5m x 2m LED wall that will project Philippine tourism videos and images
 - Eight (8) Philippine exhibitors
 - Information counter
 - VIP reception area
 - 2m x 3m stage for Philippine performers
 - Storage area
 - Kitchen with small dining area for the PHL delegation

Specific Stand Requirements

1. Provide individual company workstations or negotiating tables with 3 chairs for each Philippine exhibitor. It must have the following:
 - One table
 - Lockable storage cabinet (may be part of the design of the table)
 - Individual electric outlets (3 sockets each)
 - Company name and logo
2. One enclosed area for VIP which can comfortably accommodate six (6) guests at a time and should have the following:
 - Appropriate backdrop visuals
 - Furniture and fixtures created by Filipinos, featuring modern and contemporary designs
 - Brochure rack
 - Fresh plants and flowers
 - Electrical outlet on both sides
 - 51" LED TV with USB port or built-in video player
 - Coat rack
3. One information counter which can accommodate at least 3 persons at a time and should have the following:
 - Appropriate visuals and accessories
 - Electrical outlet
 - Brochure rack
 - 2 chairs
 - Exhibitor directory
4. Storage room where PHL delegation can keep their materials and should have the following:
 - Storage shelves
 - Lockers
 - Coat hangers
 - Mini-kitchen with sink and running water
 - Small dining area
 - Half-length mirror
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)

5. Small stage/platform
 - Size should be 2m x 3m
 - Sound system
 - Small prop table
6. Elevated carpet platform / floor to conceal the electrical wirings and connections.
7. Fast and reliable Internet connection for the whole Philippine delegation.
8. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
9. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
10. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
11. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

V. Staff Complement

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the whole duration of the fair

VI. Time Frame and Schedule of Work

- Submission of initial booth design is on or before July 26, 2016
Booth set-up: Should follow the official event schedule as prescribed by the events organizer

VII. Budget

- The total budget allocation is PhP2,821,000 or its EUR equivalent inclusive of taxes and other fees. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

VIII. Evaluation Procedure

- The winning bidder shall be selected not solely based on the amount of bid but the Philippines Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall design of the booth based on this Terms of Reference (TOR).
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

IX. CONTACT PERSONS:

Mr. Daks F. Gonzales
Market Development Group
Email: dgonzales.dot.hq@gmail.com

Ms. Anabelle Gaye Apostol
Operations Officer
Philippine Department of Tourism – Frankfurt
Email: anabelle@morefunphilippines.de

X. INSTRUCTIONS TO BIDDERS:

1. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.
2. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).
3. The complete schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedule</i>
1. Issuance and availability of Bidding Documents	July 6 to 25, 2016 (8:00 a.m. to 5:00 p.m. Philippine time) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference (only for those who purchased the Bidding Documents)	July 14, 2016 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for clarification (must be in writing)	July 15, 2016
4. Supplemental/Bid Bulletin	July 19, 2016
5. Submission and Receipt of Bids	on or before July 26, 2016 until 9:00 a.m. only Philippine time 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids (includes Eligibility Check)	July 26, 2016 (10:00 a.m. Philippine time) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

4. Bid Documents may be obtained at the PDOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at the 4th Floor, DOT Bldg., No. 351, Sen. Gil Puyat Ave., Makati City, Philippines, 1200 (Tel. Nos. [+632] 459-5200 to 30 loc. 406) upon payment of non-refundable fee of Five Thousand Philippine Pesos (PhP5,000.00) or its equivalent in US\$, to the DOT Cashier, Ground Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City Philippines **or** deposited to:

Account Name	Philippine Department of Tourism - Regular Trust
Account Number	0407-021900-030
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J. P. Rizal corner F. Zobel St., Makati, Manila, Philippines
Swift Code	DBPHPHMM

5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. Bidders are advised to e-mail (jaolba@tourism.gov.ph) a scanned copy of the deposit slip as proof of payment.
7. Bidders are required to submit in sealed envelope seven (7) copies the following:

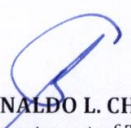
7.1 For **Foreign Bidders**:

- 7.1.1 Certificate of Registration or license to engage in business issued by relevant government authority;
- 7.1.2 Statement of Bidder's experience (*please refer to Annex A*) relevant to the deliverables in the Terms of Reference in the past two (2) years;
- 7.1.3 Financial Statements for the year preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- 7.1.4 Bid Security in the form of cash or cashier's/managers check issued by a bank in good standing, payable to the Philippine Department of Tourism in the amount equivalent to two percent (2%) of the ABC (PhP56,420.00 or its equivalent in US\$) **or** Duly Notarized Bid Securing Declaration (*please refer to Annex B*)
- 7.1.5 Conformity with the Terms of Reference (*please refer to Annex C*);
- 7.1.6 Proposed Booth Design and Layout;
- 7.1.7 Statement by the Bidder or its duly authorized representative (***Duly Notarized Omnibus Sworn Statement – please refer to Annex D***); and
- 7.1.8 Financial Proposal Form (*please refer to Annex E*)

7.2 For **Filipino Bidders**:

- 7.2.1 Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- 7.2.2 Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- 7.2.3 Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
- 7.2.4 Statement of the prospective bidder of all its ongoing government and private contracts (*please refer to Annex F*) within the last two (2) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- 7.2.5 Statement identifying the bidder's single largest completed contract similar to the contract to be bid (*please refer to Annex G*);
- 7.2.6 The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (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;
- 7.2.7 The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) (*please refer to Annex H*); and
- 7.2.8 Valid joint venture agreement (JVA), in case the 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.
- 7.2.9 The bid security in the form of:
 - 7.2.9.1 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security – **Five Percent (5%) of the ABC – PhP141,050.00;**
or

- 7.2.9.2 Duly Notarized Bid-Securing Declaration *(please refer to Annex B)*
- 7.2.10 Conformity with the Terms of Reference *(please refer to Annex C)*;
- 7.2.11 Duly Notarized Sworn statement by the prospective bidder or its duly authorized representative *(please refer to Annex D)*.
- 7.2.12 Financial Bid Form *(please refer to Annex E)*.
8. All documents shall be current and updated and translated in English. Any missing document in the above-mentioned requirements 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.
9. To facilitate the evaluation of the bids, bidders are advised to follow the arrangement of the required documents in the above-mentioned checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.
10. The DOT reserves the right to reject any or all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.



DIR. REYNALDO L. CHING
Philippine Department of Tourism
PDOT-BAC Vice-Chairperson

TERMS OF REFERENCE

Project Title	:	IFTM Top Resa 2016
Job Specification	:	Design, Set-up, Maintenance and Dismantling of Philippine Pavilion
Date	:	September 20 – 23, 2016 (event proper) Tuesday – Friday
Venue	:	Pavilion 7.1, VIPARIS Port de Versailles Paris, France
Location	:	TBC
Booth size	:	80sqm

PURPOSE / OBJECTIVES

The Philippines Department of Tourism (DOT) is in need of the services of a booth contracting company who will conceptualize the design of the Philippine booth for IFTM Topresa 2016 in Paris, France.

IFTM Top Resa is one of the biggest events for networking, doing business, innovations, and keeping abreast of all market developments in the tourism industry in France. The exhibition offers some of the most effective opportunities for developing markets, introducing new products, and networking with buyers and sellers. It covers various segments of the French tourism industry, including Leisure, Business, and Events.

Capability Requirements

- Must have an experience rendering services at international exhibitions
- Must have the capability to operate in Paris
- Must be able to get accreditation from IFTM Top Resa organizers
- Must be accredited by the exhibition center, VIPARIS Port de Versailles
- Must have a dedicated team who will focus on the design and set-up of the Philippine booth
- Must have the capability to invest, coordinate shipment to IFTM Top Resa site, assemble and install AV equipment, and furniture accent pieces for the Philippine booth

Philippine Booth Design Objectives

- Generate a positive name recall and brand awareness for Philippine tourism, using the following campaigns:
 - It's More Fun in the Philippines
 - Visit the Philippines Again 2016
- Create an atmosphere that reflects a unique and modern destination, to establish the Philippines as a premier tourist destination in Asia;
- Project the Philippines as a young, dynamic, and creative society;
- Create an attractive and interactive booth design to attract buyers, press and travel trade guests to visit the Philippine Pavilion.

Scope of Work / Deliverables

The Philippines Department of Tourism requires a package of services for the following:

1. Philippine booth design – a functional booth that will accommodate eight (8) exhibitors and showcase the Philippines' top destinations, incorporating the design pegs to be supplied by the DOT
2. Design and construct space that will accommodate the following:
 - 3.5m x 2m LED wall that will project Philippine tourism videos and images
 - Eight (8) Philippine exhibitors
 - Information counter
 - VIP reception area
 - 2m x 3m stage for Philippine performers
 - Storage area
 - Kitchen with small dining area for the PHL delegation

Specific Stand Requirements

1. Provide individual company workstations or negotiating tables with 3 chairs for each Philippine exhibitor. It must have the following:
 - One table
 - Lockable storage cabinet (may be part of the design of the table)
 - Individual electric outlets (3 sockets each)
 - Company name and logo
2. One enclosed area for VIP which can comfortably accommodate six (6) guests at a time and should have the following:
 - Appropriate backdrop visuals
 - Furniture and fixtures created by Filipinos, featuring modern and contemporary designs
 - Brochure rack
 - Fresh plants and flowers
 - Electrical outlet on both sides
 - 51" LED TV with USB port or built-in video player
 - Coat rack
3. One information counter which can accommodate at least 3 persons at a time and should have the following:
 - Appropriate visuals and accessories
 - Electrical outlet
 - Brochure rack
 - 2 chairs
 - Exhibitor directory

4. Storage room where PHL delegation can keep their materials and should have the following:
 - Storage shelves
 - Lockers
 - Coat hangers
 - Mini-kitchen with sink and running water
 - Small dining area
 - Half-length mirror
 - Kitchen utensils and appliances (coffee-maker, refrigerator, microwave oven, hot & cold water dispenser, cups and saucer, serving trays, cutlery set, drinking glasses, trash bins, ample supply of trash bags etc.)
5. Small stage/platform
 - Size should be 2m x 3m
 - Sound system
 - Small prop table
6. Elevated carpet platform / floor to conceal the electrical wirings and connections.
7. Fast and reliable Internet connection for the whole Philippine delegation.
8. Sufficient lighting that will create a dramatic effect, complementing the design of the booth.
9. All exhibition connections and fees (ample supply of electricity, running water, suspensions and permits)
10. Set-up and installation of the aforementioned booth while strictly following the rules and regulations set by the event organizer.
11. Dismantling inclusive of storage/disposal of the aforementioned booth parts and egress on the date designated by the event organizer.

Staff complement

In order to meet the objectives and carry out the activities for this project, bidders shall submit the recommended staff complement.

1. Person who will supervise the stand set-up, maintenance and dismantling
2. Available maintenance personnel for the whole duration of the fair

Time Frame and Schedule of Work

- Submission of initial booth design is on or before July 26, 2016
Booth set-up: Should follow the official event schedule as prescribed by the events organizer

Budget

- The total budget allocation is Php2,821,000 or its EUR equivalent inclusive of taxes and other fees. The financial proposal should allow for modifications in stand layout and design in accordance with the needs and requirements of the end user.

Evaluation Proceedure

- The winning bidder shall be selected not solely based on the amount of bid but the Philippines Department of Tourism Bids and Awards Committee (PDOT-BAC) shall also consider the overall design of the booth based on this Terms of Reference (TOR)
- The winning bid shall be determined based on the proposal with the most advantageous financial packaged cost, provided that the amount of the bid does not exceed the above total budget.

Contact Person

Daks Gonzales
Market Development Group
Department of Tourism
dgonzales.dot.hq@gmail.com

Anabelle Gaye Apostol
Operations Officer
Philippine Department of Tourism – Frankfurt
anabelle@morefunphilippines.de

CONFORME:

[Authorized Signature]
[Name and Title of Signatory]
[Date]