

HRAS - PROCUREMENT

PURCHASE REQUEST - SERVICES


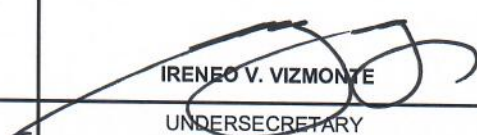
Department: Department of Trade and Industry PR No.: 37028 Date: 08/25/2020
Bureau: FTSC SAI No.: _____ Date: 08/25/2020

Job Description	Total Cost
Construction*** To engage the services of a professional pavilion and booth construction contractor in the implementation of the Philippine participation in CIFIT 2020 on 8-11 September 2020 as a Guest of Country of Honor.	3,845,000.00

*****NOTHING FOLLOWS*****

Grand Total : 3,845,000.00

Purpose: For CIFIT event

Signature: Printed Name: Designation	Requested by:	Approved By:
	 ANTHONY B. RIVERA EXECUTIVE DIRECTOR	 IRENEO V. VIZMONTE UNDERSECRETARY

**TERMS OF REFERENCE
PAVILION AND BOOTH CONSTRUCTION FOR CIFIT 2020**

I. BACKGROUND AND RATIONALE

The Philippine participation in the China International International Fair for Investment and Trade or CIFIT is a momentous occasion as the Philippines has been selected as the Guest Country of Honor (GCH) for its 2020 edition. Increasing Chinese investments resulting from the strengthening of bilateral relations between the Philippines and China during the Duterte administration presents an opportune moment for the Philippines to firmly establish itself as not just a viable but a premier investment destination for Chinese and other foreign investors. As the GCH, the Philippines stands to benefit greatly from its participation in CIFIT 2020.

The Philippines' participation in CIFIT 2020 aims to position the country as a top-of-mind investment destination that is anchored on the theme: "Introducing FDI" and "Going Global". With different components involved such as a dedicated National Pavilion for the GCH in the center of an exhibition area dubbed as the "Investment Theme Hall", the participation will adopt a country branding that is alluring and impactful to achieve utmost recall and maximum promotional effect. A unified messaging that will solidify the country's status as a premier investment destination and create a lasting impression for would-be investors will be the principal stratagem.

To ensure the seamless implementation of the aforementioned objectives for the trade event, the Department of Trade and Industry – Foreign Trade Service Corps (DTI-FTSC) and Philippine Trade and Investment Center Guangzhou (PTIC Guangzhou) agree that the latter shall contract the services of a professional supplier to handle the pavilion and booth construction for the Philippine pavilion and to ensure that the desired pavilion and booth components, content, and logistical arrangements are managed and executed in time for the participation.

II. REQUIREMENT

PTIC Guangzhou shall hire professional pavilion and booth construction contractor in the implementation of the Philippine participation in CIFIT 2020 and to tap its in-house and network of creative designers and suppliers for the smooth delivery of the participation.

III. SCOPE OF WORK AND DELIVERABLES

- A. Pre-construction of pavilion and booth (Site Prep, Scaffolding, Permits)
- B. Main construction, fabrication and installation of pavilion and booth structures
- C. Mounting of electrical lightings
- D. Equipment and furniture rental in relation to pavilion and booth
- E. Dismantling of all pavilion and booth structures



VI. PROPOSED TIMELINE

Timeline	Activity
3 rd week of August 2020	Preparation of PR and other relevant documents
4 th week of August 2020	Evaluation and approval of Officers
1 st week of September 2020	Engagement with pavilion contractors
4-7 September 2020	Construction of the Philippine pavilion
4 th week of September 2020	Submission of accomplishment report

VII. PAYMENT

- A. 80% of the contract value before on 28th of August, 2020
- B. 20% of the contract value before on 5th of September, 2020
- C. DTI-FTSC and PTIC Guangzhou agree to undertake a one-time release of payment; and
- D. PTI Guangzhou shall provide the necessary supporting documents to effect the release of payment.

VII. BUDGET

The approved budget for the contract of services is USD 76,000.00 with the following breakdown:

NO.	Items Description	Major Materials	Quantity	Unit	Unit Price (USD)	Price (USD)
1	Flooring					
1.1	Opening ceremony stage	Natural wood planks	42	m²	20.00	840.00
1.2	Pavilion flooring	3/4 Natural wood planks	231.5	m²	18.00	4,167.00
1.3	Carpet	charcoal grey needle punch	106	m²	4.00	424.00
Sub-total						5,431.00
2	Construction					
2.1	Pavilion structure	Plywood and Square Hollow Metal	1	lot	5,000.00	5,000.00
2.2	Pavilion overhead structure	Plywood and Square Hollow Metal	1	lot	5,000.00	5,000.00
2.3	Meeting room structure(with accordion wall partition)	Plywood , Square Hollow Metal and glass	1	lot	1,500.00	1,500.00
2.4	Exhibitors structure	Plywood , Square Hollow Metal and glass	8	sets	1,000.00	8,000.00
2.5	Storage area	Plywood and Square Hollow Metal	1	lot	5,000.00	5,000.00
2.6	Opening ceremony area	Plywood	1	lot	1,500.00	1,500.00
2.7	Bar counter	3/4 Plywood	1	units	450.00	450.00
2.8	Reception counter(two colors)	3/4 Plywood	2	units	350.00	700.00
2.9	Exhibitors cabinets	3/4 Plywood	18	units	250.00	4,500.00
2.10	Exhibitors info counter	3/4 Plywood	8	units	250.00	2,000.00
2.11	Console table	3/4 Plywood	8	units	45.00	360.00
2.12	Bar cabinet	3/4 Plywood	1	units	850.00	850.00
2.13	Meeting room stage	3/4 Plywood	2	units	450.00	900.00
2.14	Booth cover	Black non-woven fabric	1	lot	450.00	450.00
Sub-total						36,210.00
3	Spotlight System					
3.1	Flourecent light	Flourecent light	25	units	7.00	175.00
3.2	Warm white track light black casing	20w warm white track light black casing	24	units	10.00	240.00
3.3	Track bar	2.00m black track bar	3	units	15.00	45.00
3.4	Track bar	3.00m black track bar	6	units	20.00	120.00
3.5	Warm white spotlight	20 warm white spotlight	100	units	10.00	1,000.00
3.6	Led flood light	50w led flood light	20	units	20.00	400.00
3.7	Circuit breaker	Contractor to provide rating	4	units	200.00	800.00
3.8	Outlet	3 gang convenience outlet/ 3 prong convenience outlet	26	units	7.00	182.00
3.9	Electrical connection & consumption	Whole duration of the show	1	lot	4,000.00	4,000.00
Sub-total						6,962.00
4	Furniture Rental & Equipment					
4.1	Nordic modern dining chair	Nordic modern dining chair	40	units	5.00	200.00
6	Worker & Transport					
6.1	Worker	Build & remove the booth after Fair	30	person	150.00	4,500.00
6.2	Transport	Build & remove the booth after Fair	2	lot	200.00	400.00
6.3	The management fee of pavilion	Payment behalf of you to the pavilion	420	m²	3.00	1,260.00
Sub-total						6,160.00
7	The followings are the supporting services that we provide for free					
7.1	Opening ceremony props	Scissors, ribbon-cutting, etc	1	lot	0.00	0.00
7.2	Photographer	Record the wonderful moments of the opening ceremony	1	person	0.00	0.00
7.3	Cameraman	Record the wonderful moments of the opening ceremony	1	person	0.00	0.00
Total					USD\$	64749
Final Discount Total Price					USD\$	61500



4.2	Nordic style DIA-0.8 round table	Nordic style DIA-0.8 round table	8	units	15.00	120.00
4.3	White metal chair swivel bar stool	White metal chair swivel bar stool	16	units	12.00	192.00
4.4	Black plastic stack able chair	Black plastic stack able chair	24	units	8.00	192.00
4.5	Medium size trash bin with lid and garbage bag	Black or chrome	13	pcs.	5.00	65.00
4.6	Hot and cold water dispenser	Floor standing	3	sets	28.00	84.00
4.7	Water gallon per day	(15Gal/Day)(5Gal per container)	60	gal.	1.00	60.00
4.8	Commercial coffee maker	80 to 100 cups	2	sets	750.00	1,500.00
4.9	Paper cups & stirrer	Paper cups & stirrer	6	bags	65.00	390.00
4.10	Coffee bag, creamer & sugar with condiments organizer	Any brand	2	cups/set	110.00	220.00
4.11	TV	60 LED	3	units	175.00	525.00
4.12	TV	42 LED	8	units	130.00	1,040.00
4.13	LED	LED Wall Panel (11*3)	1	lot	2,500.00	2,500.00
4.14	Broadband	20M	1	lot	750.00	750.00
Sub-total						7,888.00
5	3D Words & Picture					
5.1	Words	2 PVC letter cut out mounted on wood panel (3.4m*0.68m)	4	units	110.00	440.00
5.2	Words	2 PVC letter cut out mounted on wood panel (3.5m*0.7m)	4	units	113.00	452.00
5.3	Words	2 PVC letter cut out mounted on wood panel (2.6m*0.65m)	3	units	85.00	255.00
5.4	Graphics	Digital sticker cut - out (15m*2.1m)	8	units	68.00	544.00
5.5	Graphics	Digital sticker cut - out (1.95m*0.95m)	1	units	63.00	63.00
5.6	Graphics	Digital sticker cut - out (1.95m*0.95m)	8	units	63.00	504.00
5.7	Miscellaneous graphics	Miscellaneous graphics (20 SQ.M)	20	m²	32.00	640.00
Sub-total						2,898.00
NO.	Items Description	Major Materials	Quantity	Unit	Unit Price (USD)	Price (USD)
1	Additional Requirements					
1.1	Medium to large size flower floor stand)		10	units	70.00	700.00
1.3	Podium		1	unit	70.00	70.00
1.4	Technical rider (speaker & microphone)		1	lot	1,500.00	1,500.00
1.5	Internet service	20Mb/s change to 50Mb/s	1	lot	300.00	300.00
1.6	WiFi Router		3	units	50.00	150.00
1.7	HDMI cables for laptop & macbook HDMI connector		2	sets	15.00	30.00
1.8	USB camera & USB hubs		10	sets	15.00	150.00
1.9	Mini pc with keyboard, mouse & headphones		8	sets	300.00	2,400.00
1.10	4 gang extension cord (3.00mL)	Intel Celeron3455 4G/128G	10	units	15.00	150.00
1.11	Live Feed Camera		1	lot	3,500.00	3,500.00
1.12	Medium size potted plants		10	units	20.00	200.00
Sub-total						9,150.00
7	The followings are the supporting services that we provide for free					
7.1	Ribbon cutting (floor stand)		4	sets	0.00	0.00
7.2	Self service coffee (good for 3 days)	maintenance only	1	lot	0.00	0.00
Total					USD\$	9,150.00

Prepared by:

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Commercial Vice Consul
PTIC-Guangzhou

