



HRAS - PROCUREMENT

REQUEST FOR QUOTATION  
Sealed Bidding

PR No.: EMB - 53526

Date: 11/18/2022

R.F.Q. No.: 202211-12308

Delivery As scheduled

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Provision of Services –Supply, Delivery & Installation of Exhibit Modules intended for the National Exporters Week (NEW) on 5-6 December 2022  Venue: MGB Ceremonial Hall Ground Floor, Marriott Hotel Manila Ingress: 04 December 2022, Sunday, 6:00pm-11:59pm Egress: 06 December 2022, Tuesday, 6:00pm A. Rental of Exhibit Modules A1. Size per booth: 2x2 meters A2. Quantity: 75 booths A3. Each booth is inclusive of the following: - Tables and Chair - At least (2) shelves for displaying purposes - The Booths should be appropriately lighted, with electrical outlet provisions, and carpeted		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC-PHP600,000.00

Prepared by:  
  
MARYLYN GRACE M. AMPOAN  
ADMIN. OFFICER II

Very truly yours,  
  
MARY ANN D. YULAS  
SUPERVISING ADMIN. OFFICER 86

DTI SHOPPING COMMITTEE  
Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION: \_\_\_\_\_

COMPANY: \_\_\_\_\_



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Article description includes booth fascia board and various services (B1-B4).

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC-PHP600,000.00

Prepared by MARYLYN GRACE M. AMPOAN ADMIN. OFFICER II

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

**TERMS OF REFERENCE**  
**Rental of Exhibit Modules for the**  
**Exporters' Booths, Enablers' Exhibit, and Online Onboarding to E-commerce**  
**Platforms during the National Exporters' Week 2022**

<b>PROJECT TITLE</b>	Rental of Exhibit Modules for the National Exporters' Week 2022
<b>PROJECT PROPONENT</b>	DTI - Export Marketing Bureau (DTI-EMB)
<b>KEY RESULT AREA</b>	Mounting of Exhibit Booths
<b>PROJECT COST</b>	PhP600,000.00

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**PROJECT RATIONALE:**

Presidential Proclamation 931, s. 1996 and House Resolution No. 33, have declared the first week of December as the National Exporters' Week to encourage all sectors of society to move as one toward the promotion and development of Philippine exports.

In celebration of the Exporters Week 2022, a National Export Congress (NEC) will be organized by the DTI – EMB, in cooperation with the Export Development Council (EDC) and the Philippine Exporters Confederation, Inc. (PHILEXPORT), to give honor to our Exporters. During the week, an exhibit of the Exporters, Regulating Agencies and Offices involved in the export trade, and online onboarding to E-commerce platforms are also held at the same venue to highlight EMB services to our exporters for two consecutive days. And to ensure that the participating exporters and agencies will be able to promote their products and services, they would be needing adequate display space or booth organized as Exporters' Booth, Export Enablers' Exhibit, and Onboarding to E-commerce Platform.

To achieve this, DTI – EMB requires the services of a professional exhibit organizer to ensure that the desired event components, content, and related logistical arrangements are managed, executed, delivered on time.

**OBJECTIVES:**

1. Ensure that the exhibit requirements are delivered on time; and
2. Ensure the smooth organization, implementation and management of the Export Enablers' Exhibit.

**DELIVERABLES:**

Aluminum Booth Design and Set-up  
Event Graphics, signage printing and installation  
Exhibition design services (stand design, layout planning, siteworks, onsite supervision, event signage plan)  
Logistics (Installation, dismantling, trucking for delivery and pick-up of the items, etc)

## Exhibition Management

The number of booths that will be needed for the event is **seventy-five (75)**. It should have a dimension of two (2) meters up front and two (2) meters depth with the standard height. It should be provided with two (2) chairs and a table for the officers manning the booth. The booth should also have a fascia board to bear the name of the participating office/agency and at least two (2) shelves for displaying purposes. Lastly, the booths should be appropriately lighted, with electrical outlet provisions, and carpeted and its assembly should be completed before the opening of scheduled thematic sessions on 05 December 2022. Note that The exhibit area will serve as the opening venue for the next two thematic sessions scheduled on 5-6 December 2022, with ribbon-cutting ceremony.

The exhibit organizer is required to be present during the ingress to attend to the needs of the exhibitors and for any alteration or changes that may be needed. Also, the organizer should get the DTI – EMB's approval if the assembly of the booths is completed and the exhibit area is ready for the opening.

**CONTRACT PRICE:** The proposed budget for this outsourced service is Php600,000.00 only.

Prepared by:

Merlin c. Diaz