

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2019-0221

**REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**HIRING OF PRODUCTION OUTFIT FOR
CREATE PHILIPPINES NETWORKING COCKTAILS AND TALK 2019**

Approved Budget	: PHP 500,000.00
Pre-Bid Conference	: 03 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 06 September 2019, 05:00PM
Opening of Bid	: 10 September 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

Eligibility Documents (1st Envelope)

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

3. Notarized Omnibus Sworn Statement
4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Financial Bid (2nd Envelope)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

Qualitative Evaluation Documents (3rd Envelope)

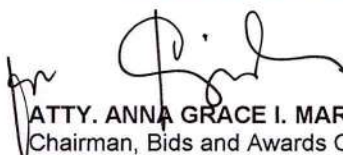
- Company Profile indicating the length of year service rendered
- List of Clients / projects in the last 3 years
- List of Equipment to be provided based on the event requirements identified
- List of voice over talents, performers, DJs, and ushers/usherettes with profile, photos, and video (if any)

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others : _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 28-Aug-19
 RFQ No: 2019-0221

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

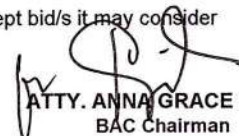
Schedule of Pre-Bid Conference:	03 September 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	10 September 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		Hiring of Production Outfit for Networking Cocktails and Talks of CREATE Philippines 2019		
		Networking Cocktails		
		Date: 21 September 2019 / PM		
		Venue: Silangan Hall, CCP, Pasay City		
		Talks		
		Date: 20-21 September 2019 / PM		
		Venue: Tanghalang Ignacio B. Gimenez, CCP Complex, Pasay City		
		<i>Please see attached Terms of Reference for more details on the event requirements.</i>		
		Approved Budget : Php 500,000.00		
		Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Eval. Document. : 06 September 2019, 05:00PM		

Terms and Condition:

- 1.) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax.**
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

 Date Submitted

 Signature over printed name of the Authorized Company Representative
 Designation: _____
 Telephone no.(s) _____
 E-mail: _____

TERMS OF REFERENCE

Hiring of Production Outfit for the CREATE Philippines Networking Cocktails and Talks

PROJECT DETAILS

TITLE OF EVENT	CREATE Philippines
DATES	19-21 September 2019
VENUE	Cultural Center of the Philippines (CCP) Complex, Pasay City
BUDGET	PHP 500,000.00

BACKGROUND

CREATE Philippines 2019 will be held in time with the Manila International Performing Arts Market (MIPAM), a complementary exhibition activity to the Federation of Asia Cultural Promoters (FACP) Conference and the Association of Asia Pacific Performing Arts Centre (AAPPAC) Conference hosted by the Cultural Center of the Philippines (CCP). These events are collectively promoted under the Manila International Performing Arts Summit (MIPAS) in September 2019.

OBJECTIVES

1. To outline the event requirements for the Networking Cocktails and Talks;
2. To enumerate the qualification requirements in hiring a Production Outfit Company; and
3. To identify the process of selection process.

EVENT REQUIREMENTS

A. Networking Cocktails

Date: 21 September 2019

Venue: Silangan Hall, CCP, Pasay City

1. **Program Flow** (for CITEM's approval)
 - a. Program flow for the CREATE Philippines' Networking Cocktails
 - b. Spiels and script for the voice over talent based on program flow
2. **Equipment Rental** (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)
 - a. Professional Sound System to complement existing sound system at the venue
 - b. Lighting Equipment (moving and accessories light system that will sufficiently light the venue during the party)
 - c. LED Lighted Dancefloor with a 5m x 3m dimension
 - d. All required cabling for electrical, fire safety, etc.
3. **Production Manpower**
 - a. Production Director/Floor Director and Assistants
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
 - b. Voice Over Talent
 - Shall be in-charge of welcoming and introducing guests/speakers, and providing needed fillers during the program

TERMS OF REFERENCE

Hiring of Production Outfit for the CREATE Philippines Networking Cocktails and Talks

- c. **Performers**
 - A band or group of performers who shall officially start the event
 - DJ Artist (with DJ performance table) who shall play live music continuously all throughout the party
 - d. **Ushers/Usherettes**
 - Shall welcome guests upon arrival and escort them to the Networking Cocktails area
 - May be asked to perform any task to help the event run more smoothly
4. **Others**
- a. Other equipment/services that may be required by the Project Team

B. Talks

Date: 20-21 September 2019

Venue: Tanghalang Ignacio B. Gimenez, CCP Complex, Pasay City

1. **Program Flow (for CITEM's approval)**
 - a. Program flow for the talks
 - b. Spiels and script for emcee and voice over talent based on program flow
2. **Equipment Rental (inclusive of installation, dismantling, trucking, onsite professional technician, etc.)**
 - a. Professional Sound System to complement existing sound system at the venue
 - b. One (1) LED screen with size of 9 feet x 12 feet (elevated by 3 feet)
 - c. Wireless microphones (at least 3) for speakers, audience Q&A, etc.
 - d. All required cabling for electrical, fire safety, etc.
3. **Production Manpower**
 - a. **Production Director/Floor Director and Assistants**
 - Must be able to provide concept on the program flow, to handle music selection in coordination with the team, and to handle over-all show production and stage direction
 - Ensure efficient management and coordination of the technical, logistical, and creative requirements of the activities
 - b. **Voice Over Talent**
 - Shall be in-charge of welcoming and introducing speakers and guests, and providing needed fillers during the program
 - c. **Ushers/Usherettes**
 - Shall welcome attendees upon arrival and escort them to the Talks area
 - Shall assist in distributing the conference kits, distribute programs, etc.
 - May be asked to perform any task to help the event run more smoothly
4. **Others**
 - b. Other equipment/services that may be required by the Project Team

Note: In the situation that one or more of the requirements will not be needed, both parties shall agree on the amount that will be deducted from the contract price in the presence of a Bids and Awards Committee representative onsite.

TERMS OF REFERENCE

Hiring of Production Outfit for the CREATE Philippines Networking Cocktails and Talks

QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA	DOCUMENT TO BE SUBMITTED	VALUE POINT
1. Company Profile The company should be at least 3 years in the production outfit industry.	Company Profile (length of year of service reflected)	10
2. Portfolio The company must have handled at least 3 similar projects (networking events and talks) in the last 3 years.	List of clients / projects in the last 3 years	20
3. Equipment Availability The company must ensure availability of the equipment identified in the Event Requirements section of this TOR.	List of equipment to be provided based on the Event Requirements identified.	30
4. Roster of Voice Over Talents, Performers, DJs, and Ushers/Usherettes The company must be able to submit a list of credible and reputable prospective voice over talents, performers, DJs, and ushers/usherettes.	List of voice over talents, performers, DJs, and ushers / usherettes with profile, photos, and video (if any)	40
TOTAL		100

Only those who receive a **passing score of 85** shall proceed to the opening of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

ESTIMATED BUDGET

Hiring of Production Outfit Service Provider for the CREATE Philippines' Networking Cocktails and Talks has a budget allotment of **PHP 500,000.00**.


Prepared by:


DENNY V. IMSON
Project Officer

Noted by:


MARJO F. EVIO
Project Manager

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
Project Director

Approved by:


PAULINA SUACO-JUAN
Executive Director