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-2019-0263

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 EXPERIENTIAL MARKETING COMPANY FOR MANILA FAME SPECIAL EVENTS"

Approved Budget		PHP 980,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	:	07 October 2019, 05:00PM
Opening of Bid	:	08 October 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)

- Mayor's Permit for the current year or for individuals, BIR Certificate of Registration
- 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. Latest Income or Business Tax Return stamped and received by BIR
- Notarized Omnibus Sworn Statement
- 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 (2rd Envelope)

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

Qualitative Evaluation Documents (3rd Envelope)

- Company Profile reflecting the length of service in the industry
 List of clients / projects in the last five (5) years.
- List of clients / projects with government agencies 3.
- Concept Brief
- List of event requirements (equipment and roster of performers and personnel)

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 Five Hundred Pesos (Php 500.00) 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 GRACÉ I, MARPURI Chairman, Bids and Awards Committee



CITEM.BAC.FR.009

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS CITEM.BAC.F Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City Tel.: (632) 831-2201 local 309/218 E-mail: citembac@citem.com.ph Fax: (632) 833-1284/834-0177



			REQUI	EST	FOR Q	JOTATION			
☐ Shopping v			0,001 and abo Venue		✓Small Valu Others:	e Procurement with	h ABC of Php 50	0,001 and above	
						article(s)/work(s) od in an envelope a			3-Oct-19 2019-0263
Schedule of Pre-B Schedule of Open			N/A 08 October		Time: Time:	N/A 2:00PM	Venue Venue		I/A Room 1
QUANTITY	UNIT		ARTICLE	WORK	DESCRIPT	ION / SPECIFICAT	ION	UNIT PRICE	AMOUNT
		THE REAL PROPERTY.	of an Experi FAME Spec	distribution in the second	-	ompany for			
			World Trade n; 17-19 Octo			a, Pasay City - 7:00PM			
		Please	see attached	l Terms	of Referenc	e for more details	L		
		Approv	ed Budget : P	hp 980,0	00.00				
						uments, Financial			
	-	and	Qualitative E	val. Doc	ument.: 07	October 2019, 05:	00PM		
Terms and Cond 1.) Delivery period: 2.) Bid price must b 3.) Payment will be p 4.) Any alterations, as 5.) Required docum The CITEM-BAC in advantageous to th	oe Inclus rocessed rasures or hents, if a	ive of Va after recei overwritin iny, must	lue Added Ta pt of invoice. Of igs shall be valid be submitted	ix. her terms d only if th within 3 (of payment w ey are signed Days after rec	or initialed by the bid selpt of notice.	ontract agreed by to der or his/her auth rein and accept to	orized representation	ler CE I. MARPUR
	st, I/we h	ave indi	ated the price			ned article(s)/work(ne terms and condit			above,
Oat	te Submitt	ed		1	esignation:	re over printed nam			esentative

TERMS OF REFERENCE

Hiring of an Experiential Marketing Company for Manila FAME Special Events



I. EVENT BRIEF

Title of Event

Hiring of an Experiential Marketing Company for Manila FAME Special Events

Date

Ŗ,,

17-19 October 2019

Time

09:00 PM 1 07:00 PM

Venue

World Trage Center Metro Manila

Budget

PHP 980,000.00

II. RATIONALE

Manila FAME is the Philippines' premier sourcing event for premium-quality artisanal products for the home, fashion, and lifestyle. It is more than a business platform and a venue to showcase Filipino design and ingenuity. It is a catalyst for inclusive growth supporting local micro, small and medium enterprises (MSMEs), women-led businesses, and creative communities. Manila FAME tells the more than the story behind the brands and the products, it narrates the culture and traditions of the Filipinos.

This October 2019, the umbrella theme and over-all direction for Manila FAME, Heritage Reimagined, shall continue to be followed for the product development program under Design Commune, and for the conceptualization of all promotional materials and other essentials for Mahila FAME.

The upcoming Manila FAME this October 2019 marks the 70th edition, a milestone not only for CITEM as the organizer, but for all the relevant stakeholders that have supported Manila FAME through the years. In order to celebrate this milestone, special events shall be organized.

With this, CITEM shall engage the services of an Experiential Marketing Company that will conceptualize the program of the Manila FAME Special Events, manage the events to provide the exhibitors, buyers and guests with a unique experience, and coordinate with all suppliers needed in relation to the successful mounting of the Special Events.

The Manila FAME Special Events include the Official Opening Ceremony of Manila FAME, management of all activities, performers, design and styling of the stage at the lobby, and the Networking Cocktails.

III. OBJECTIVES

- To engage the services of an Experiential Marketing Company for Manila FAME October 2019;
- 2. To define the selection process in choosing the Experiential Marketing Company for Manila FAME October 2019:
- 3. To identify the qualifications of the prospective bidder; and
- 4. To enumerate the requirements from the Experiential Marketing Company.

IV. EVENT REQUIREMENTS

A. Manila FAME Official Opening Ceremony

Date: 17 October 2019 Venue: WTCMM Lobby Time: 09:00 AM -- 11:00 AM

1. Creative Concept and Program of Events (For CITEM's approval)

- Creative concept must be based on Héritage Reimagined and must keep in mind the milestone of Manila FAME's 70th edition.
- Program of Events that must include the following required events/announcements:
 - Opening Remarks from CITEM Executive Director
 - Keynote Speeches from Department of Trade and Industry Secretary and other distinguished guests
 - Announcement of the other special features and showcases at Manila FAME
 - Acknowledgement of partners and sponsors

Spiels and script based for host and voice over talent based on Program of Events 2. Technical Requirements Experiential Marketing Company must be able to deliver the following: ☐ LED Video Wall with dimensions no less than 9ft x 12ft ☐ Professional disc jockeys' equipment and performance table/booth Mobile lights and sounds systems enough to light the event, with audible and clear-quality sound system and coverage system ☐ All required cabling for electrical, fire safety, etc. ☐ Gen set and fuel charge (if deemed necessary) 3. Performers, Talents and Personnel Requirements Experiential Marketing Company ensure delivery of service of the performers, hosts, talents and other personnel. Performers and talents to be provided by the Experiential Marketing Company must be approved by CITEM. ☐ Creative and Production Director with Production Assistants Must ensure the efficient management and coordination of the technical, logistical, and creative requirements of the activities □ Ushers/Usherettes (3) □ At least one (1) Professional disc jockey (DJ) - Must have expertise in producing and remixing music for at least five (5) years - Must have experience in mixing music for local and international events □ Professional Voiceover (1) Must have experience in hosting TV / radio programs and corporate events for at least three (3) years B. Manila FAME Stage Management Date : 17-19 October 2019 Venue: WTCMM Lobby Time: 09:00 AM - 7:00 PM 1. Stage Design and Styling (For CITEM's approval) Conceptualize stage design and styling that reflects the approved color schemes and graphics of Manila FAME October 2019 edition. Specifications: Acrylic Stage with dimensions no less than 11.811ft x 19.685 x 3ft 2. Technical Requirements Experiential Marketing Company must be able to deliver the following: ☐ LED Video Wall with dimensions no less than 9ft x 12ft ☐ Professional disc jockeys' equipment and performance table/booth Mobile lights and sounds systems enough to light the event, with audible and clear-quality sound system and coverage system ☐ All required cabling for electrical, fire safety, etc. ☐ Gen set and fuel charge (if deemed necessary) 3. Performers, Talents and Personnel Requirements Experiential Marketing Company ensure delivery of service of the personnel. Creative and Production Director with Production Assistants Must ensure the efficient management and coordination of the technical, logistical, and creative requirements of the activities ☐ At least one (1) Professional disc jockey (DJ) - Must have expertise in producing and remixing music for at least five (5) years - Must have experience in mixing music for local and international events □ Professional Voiceover (1) - Must have experience in hosting TV / radio programs and corporate events for at

least three (3) years

- Must provide voice recording announcements to be played during Manila FAME

C. Manila FAME Networking Cocktails

Date: 17 October 2019 Venue: WTCMM Lobby Time: 04:00 PM -8:30 PM

1. Creative Concept and Program of Events (For CITEM's approval)

- Creative concept must be based on Heritage Reimagined and must keep in mind the milestone of Manila FAME's 70th edition.
- Program of Events that must include the following required events/announcements:
 - Brief Opening Remarks from CITEM Executive Director
 - KATHA Awards Announcement
 - Acknowledgement of partners and sponsors
- Spiels and script based for host and voice over talent based on Program of Events

2.	Technical	Requi	iremei	nts
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#	Experi	ential Marketing Company must be able to deliver the following:
		LED Video Wall with dimensions no less than 9ft x 12ft
		Professional disc jockeys' equipment and performance table/booth
		Mobile lights and sounds systems enough to light the event, with audible and clear-quality
		sound system and coverage system
		All required capling for electrical, fire safety, etc.
		Gen set and fuel charge (if deemed necessary)

3. Performers, Talents and Personnel Requirements

- Experiential Marketing Company ensure delivery of service of the performers, hosts, talents and other personnel. Performers and talents to be provided by the Experiential Marketing Company must be approved by CITEM.
 - ☐ Creative and Production Director with Production Assistants
 - Must ensure the efficient management and coordination of the technical, logistical, and creative requirements of the activities
 - ☐ Two (2) Professional disc jockeys (DJ)
 - Must have expertise in producing and remixing music for at least five (5) years
 - Must have experience in mixing music for local and international events
 - □ Band / Performance Group (Nusic and Dance)
 - Must have experience in performing in networking events
 - ☐ Professional Host (1)
 - Must have experience in hosting TV / radio programs and corporate events for at least three (3) years
 - ☐ Professional Voiceover (1)
 - Must have experience in hosting TV / radio programs and corporate events for at least three (3) years

V. TENTATIVE SCHEDULE

<u>'</u>		
	DATES	TIME
INCORES / TECH DESIGNATION	16 October 2019	08:00 AM - 12:00 AM
INGRESS / TECH REHEARSAL	17 October 2019	12:01 AM 02:00 AM
PROGRAM PROPER	17-19 October 2019	04:00 PM - 07:00 PM
EGRESS	19 October 2019	07:00 PM - 09:00 PM

IV. QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA		DOCUMENT/S TO BE SUBMITTED	VALUE POINT
A CONTRACTOR OF THE PROPERTY O	ng experience t, guest	Company Profile must reflect length of service in the industry	15
 The company must have handled at least similar projects in the last five (5) years. More than five (5) projects At least five (5) projects 	st five (5)	List of clients / projects in the last five (5) years	10
 Experience with any government agency Special Events or similar projects. i. With government experience 	y in organizing - 15 points - 5 points	List of clients / projects with government agencies	15
 The company must submit proposed Co CITEM's Evaluation. 	and a second	Concept Brief	45
The company must send a list of equipm performers and personnel based on the Requirements above.	이 이 경기가 얼마나라지 하다 사이지 않는데 없다.	List of Event Requirements	20
TOTAL			100

Only those who receive a passing score of 90 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.

V. ESTIMATED BUDGET

Total Budget

- PHP 980,000.00 (inclusive of taxes)

Procurement Mode

- Small Value Procurement

VI. CONDITIONS OF PAYMENT

The contracted Experiential Marketing Company, which will be engaged as soon as awarded, and shall be compensated Nine Hundred Eighty Thousand Pesos (PHP 980,000.00) only, inclusive of taxes.

Prepared by:

Estelle Louise F. Uy

TIDS, Fashion Lifestyle Division

Recommending Approval:

Atty, Anna Grace Marpuri

OIC-Department Manager, Operations 1

Noted by:

Marjo F. Evio Division Chief

Approved by:

Paulina Suaco-Juah

Executive Director

Manila FAME Schedule of Events

Schedule as of 10/1/2019

DAY 1 | 17 October

T	iM	E	TOPIĆ / ACTIVITY	VENUE
9:00 AM	-	7:00 PM	MANILA FAME (Open to Foreign & Local Trade Euyers, Invited Guests, and Consumers)	World Trade Center (Exhibit Halls A to E)
10:00 AM	-	10:10 AM	Keynote Message from DTI Secretary Ramon M. Lopez	WTC Lobby
10:10 AM	-	10:30 AM	Manila FAME Official Opening Ceremony	WTC Lobby
10:30 AM	-	11:00 AM	Tour of the Exhibit with Honored Guests	World Trade Center (Exhibit Halls A to E)
11:00 AM	-	11:30 AM	Manila FAME Opening Cocktails with VIPs	WTC Lobby
11:00 AM	-	5:00 PM	Live Craft Demonstrations at the Artisans Village	Artisan Village
11:30 AM	-	8:30 PM	Live Musical Entertainment	WTC Lobby
4:00 PM	-	8:30 PM	Manila FAME Networking Cocktails with Live Musical Entertainment Katha Awards Winners Announcement	WTC Lobby/Design Commune

DAY 2 | 18 October

T	ΙN	E	TOPIÇ / ACTIVITY	VENUE
9:00 AM	-	7:00 PM	MANILA FAME (Open to Foreign & Local Trade Buyers, Invited Guests, and Consumers)	World Trade Center (Exhibit Halls A to E)
9:00 AM	-	6:30 PM	Live Musical Entertainment	WTC Lobby
10:00 AM	-	5:00 PM	Live Craft Demonstrations at the Artisan Village	Artísan Village
11:00 AM	-	12:00 PM	Tour of the Exhibit with Honored Guests	World Trade Center (Exhibit Halls A to E)
2:00 PM	-	3:00 PM	Culminating Program at the Digital Artisans setting	Design Center of the Philippines Booth
2:00 PM	-	6:00 PM	Design Tours in partnership with the Design Center of the Philippines North of the Metro Tour (Marikina and Quezon City)	
2:00 PM	-	6:00 PM	Design Tours in partnership with the Tourism Promotions Board Half-day Old Manila Tour	
3:00 PM	-	4:00 PM	Tour of the Exhibit with Honored Guests	World Trade Center (Exhibit Halls A to E)
3:00 PM	 -	3:30 PM	LUXE Escape Dream Destination Raffle Draw	WTC Lobby

DAY 3 19 October

T	IM	E	TOPIÇ / ACTIVITY	VENUE
9:00 AM	-		MANILA FAME (Open to Foreign & Local Trade Buyers, Invited Guests, and Consumers)	World Trade Center (Exhibit Halls A to E)
9:00 AM	E	6:30 PM	Live Musical Entertainment	WTC Lobby
10:00 AM	[-]	5:00 PM	Live Craft Demonstrations at the Artisans Village	Artisan Village





SHOW INFORMATION

7014

FAIR DATES

17 - 19 September 2019

(Thursday to Saturday)

09:00AM = 07:00PM

EXHIBITION HOURS

World Trade Center Metro Manila, Pasay City

SECTORS COVERED

VENUE

Houseware & Home Furnishings, Furniture, Lighting, Gifts & Holiday Décar, Apparel, Fashion Accessories. Visual Arts, Food as Cifts, Beauty & Wellness.

Personal Care

What is MANILA

WHO VISITS THE SHOW?

International and local

FAME?

- Retailers and Wholesalers
 - Department stores, Specialty stores,
 - Distributors,

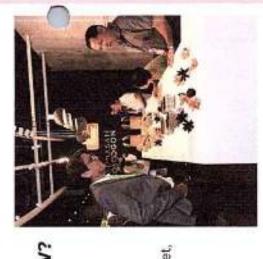
A platform for Philippine manufacturers and designers to showcase their products to the **local and international market**

A meeting point for the Philippine home & lifestyle industry

The Philippines' premiere design and lifestyle event An endless source

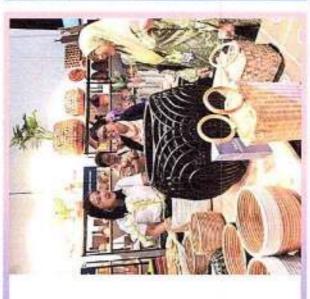
of inspiration and creativity notteneng ton the next generation of Philippine designess and entrepreneus

- Specifiers and contract market,
 - Buying offices,
- Home builders
- VIPs/Government Officials
 - Diplomatic Corps



MANILA FAME? WHO JOINS

Manufacturers, traders, exporting or looking to designers and artisans expand to the global homegrown brands, who are currently market









- Furniture
- Lamps & Lighting Festive & Seasonal Decor
 - Gift Items
- Beauty & Wellness
- Sustainable Products





ADMISSION

Free of charge ocal & internations BUYERS

Present printed email confirmation and/or business card at the registration counter

Free of charge Present complimentary pass at the registration counter ith complimentary pass GUESTS

http://www.manilafame.com

/Exhibitors/Catalog

To access the list of Manila FAME Exhibitors, click on the link below

MANILA FAME

EXHIBITORS

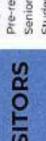
Pre-registered Rate Regular Rate

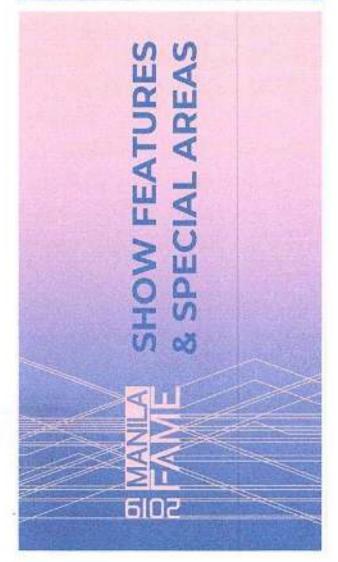
VISITORS

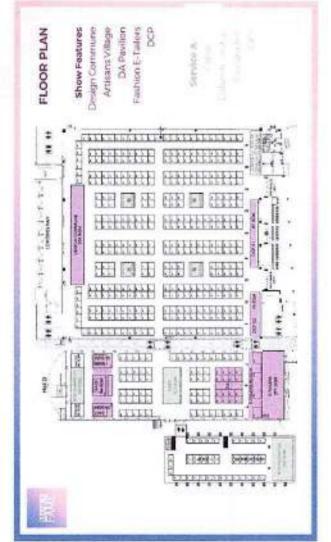
Senior Citizen Students

PhP 400.00 Php 400.00 PhP 500,00

Php 250.00









DESIGN COMMUNE



The Design Commune is a merchandise development program and constitute a constitute exhibition scale that since to tartistic to the constitution with manufacturers. It is designed the encourage and promote a communic durput of well-designed products that meet the demand of the international market. The undaying thems of this operational market. The undaying better of this operational market. The undaying better of this operational recover in international forms of this particular focus in international forms of this particular focus in international plants presented in a settling of singleid disappre.



HERITAGE REIMAGINED

A Legacy of Design Excellence

Manila FAME has been positioned over the years as synonymous to the intangible yet highly distinct Filipino design sensibility. It is a celebration of exquisite craftsmanship, mastery over sustainable materials and world-renowned quality that catapulted the careers of Filipino product designers to the global scene.

The archives of FAME exhibitors are rife with talent and ideas—a goldmine of inspiration formed under the tectonic influence of Manila FAME's stewardship. To commemorate thirty years of cultural inheritance, the well-loved design show will unleash the most loonic and forward-looking pleces from its collection and influse them with the vision of the new. Creating an exciting amalgamation that honors a legacy of Filipino design excellence.

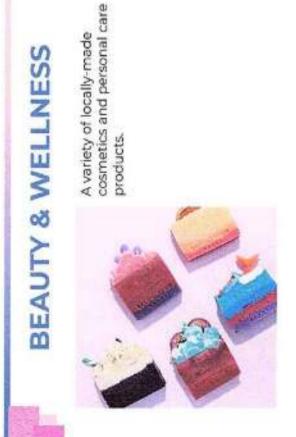




ECO-LIFESTYLE



A special showcase of sustainable and eco-friendly lifestyle products.









Manila FAME Schedule of Events

DAY 2 | 18 October

	TIME		TOPIC / ACTIVITY	VENUE
MV 00%	. 10	7:50 PM	HANTIA RANG ICHRIN IN PRINCIPLE LOUIS TUBER BLYES, Invited Cuests, and Consument	Wend Trade Center (Exhibit Halb A to E)
MA COR		4.30 floa	Live Hissoil Entertiment	WTC Labity
10000 AM	+	MG 002	Live Craft Demonstrations at the Artisan Willige	Ardson Vittage
TIOD AM	+.	WE COST	G00 PM Tour of the Exhibit with Honored Guessia	World Trade Center (Exhibit Harls A to E)
M4 00E	-	300 PM	Culminating Program at the Digital Arthurs soung	Design Corace of the Philippines Seoth
200.99	F	600 PM	Design Tours in partnership with the Seagn Center of the Philippines routh of the Menn Tour Diseason and Quepon City)	
3-00 PM	F.	MU 009	Design Tours in perhandrip with the Tourism Promotions Board kathday Old Manta Tour	
100 004	+	400 PM	Thou of the Ephise with Henores Gustin.	Weld Trade Center (Symbit hells A to E)
KIND DAY	-	333,894	339 Prix. (LUXE Escape Dream Destination table Draw	WTC Leibby



Manila FAME Schedule of Events

DAY 1 | 17 October

900 AH 1010 AH 1010 AH	100 AH - 700 PH 1000 AH - 1000 AM 1010 AH - 1030 AH	ME TODGE ACTIVITY ANILA FAME Deer 19 frorge & Local Trace Buyers, levited Success and Concurrent Open 19 frorge from DT Secretary Ramen M. Lopes 1000 AM Maris FAME Offices Opening Contempty	VENUE Want Trace Center [EMPELMENATE IN THE WITCLERBY WITCLERBY
NCSG AM	HD0.24	HIDO ANA Tour of the Exhibit with Honoleo Cuestra	World Trade Certer (Earlist Halls A to E)
HIDS ANN	- mio.sa	TOLD AM MANUS FAME Expering Cookeals with VES.	WTCLobby
MAGGI	600 PM	4 Live Orth Demonstrations at the Antican Willight	ANS SAN WRIGH
TESO AN	- 830 PM	Live Musical Entertainment	witt tobby
7400 PM	M4 000	Markle PAME Networks reg Coditions with Live Musical Engarbanness Extra document Methods American and an experience	TBA: WTC Little / Descri Community



Manila FAME Schedule of Events

DAY 3 | 19 October

g.	ME	TOPIC/ACTIVITY	VENUE
900 AM	- 100 PM	MANNEA FAME (Open to Foreign & Local Thate	Waria Trace Center (Eshibit Halls A to to
900 AM	- 630 PH	ıă.	WTCLebby
SOCIO AND	· SECURAL L	Love Craft Demonstrations on the Arthum Wilson	Artista Village



KATHA Judges





























































































































KATHA Awards

Prizes

Fashion Festive / Seasonal Décor, and Gifts & Premium

Best Booth Display

Lamps & Lighting Home Decor Furniture

Special Citation: Eco-design Award

Best Product Design

KATHA Awards

- 1. One (I) 9 sqm space only booth which can only be redeemed in the next edition of Manila FAME
- 2 KATHA Awards Trophy
- 3. Publicity / promotional exposure through CTEM's media network channels
- 4. Exclusive privilege to use the KATHA Awards Logo in company's adventising and promotion of the winning

product to highlight the achievement

"Made You Look, Made You Like" People's Choice Award



KATHA Awards

Prizes

- 1. One (i) 9 sqm space only booth which can only be redeemed in the next edition of Manila FAME.
- 2. KATHA Awards Trophy
- 3. Publicity / promotional exposure through CITEM's media network channels
- 4. Exclusive privilege to use the KATHA Awards Logo in company's advertising and promotion of the winning product to highlight the achievement

MANILA FAME EVENTS

RIBBON-CUTTING AND OPENING CEREMONY







MANILA FAME EVENTS

PERFORMERS / ENTERTAINMENT







MANILA FAME EVENTS

NETWORKING COCKTAILS & AWARDS CEREMONY







GOV HAVED FOME (April 2019)

62" Number PAME (October 2014)