

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-2019-0235

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 FOOD AND BEVERAGE CATERER FOR
NETWORKING RECEPTION OF MANILA FAME OCTOBER 2019”**

Please see attached Terms of Reference for more details.

Approved Budget	: PHP 500,000.00
Pre-Bid Conference	: 17 September 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 20 September 2019, 05:00PM
Opening of Bid	: 24 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)

1. Certificate of Accreditation from the venue, World Trade Center Metro Manila. Otherwise, signed undertaking stating willingness to pay venue commission up to 30%.
2. Length of relevant experience in food service and catering industry
3. Menu Proposal based on the food and beverage selection specified in the Terms of Reference
4. Company Profile with photos of sample set-up (tables and chairs) from past events wherein they provided food catering services.
5. Photo or design of proposed table set-up for Manila FAME October 2019

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: 10-Sep-19
 RFQ No: 2019-0235

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:	17 September 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	24 September 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF FOOD AND BEVERAGE CATERER FOR NETWORKING RECEPTION OF MANILA FAME OCTOBER 2019		
		Date and Time: 17 October 2019 / 9:00 AM-7:00PM		
		Venue: World Trade Center, Pasay City		
		<i>Please see attached Terms of Reference for more details.</i>		
		Approved Budget : <u>Php 500,000.00</u>		
		Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Eval. Document. : <u>20 September 2019, 05:00PM</u>		

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

Procurement of Food & Beverage Caterer for
Manila FAME October 2019 Networking Reception



I. EVENT BRIEF

Title of Event	Procurement of Food & Beverage Caterer for Manila FAME October 2019 Networking Reception
Date	17 October 2019
Time	09:00 AM - 07:00 PM
Venue	World Trade Center Metro Manila
Profile of Invitees	Manila FAME exhibitors and buyers, designers, entrepreneurs, industry leaders from government and private sectors and media
No. of Guests	300
Budget	PHP 500,000.00

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 Manila 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 a venue-accredited Food and Beverage Caterer that will serve a variety of pass around food and beverage, and provide guests a unique flavor experience.

III. OBJECTIVES OF THE REQUIREMENT

1. To define the selection process in choosing the Food & Beverage Caterer for Opening Ceremony and Networking Reception;
2. To identify the qualifications of the prospective bidder; and
3. To enumerate the requirements from the Food & Beverage Caterer.

IV. SPECIFIC DELIVERABLES

Menu Requirements

- Food and beverage caterer must propose a menu, made from local ingredients or flavors, wherein menu items shall be for selection and approval of CITEM. Food and beverage selection must include the following:

VIAND	NO. OF KINDS/TYPES
<input type="checkbox"/> Finger sandwich	2
<input type="checkbox"/> Hot Canapé	3
<input type="checkbox"/> Cold Canapé	3
<input type="checkbox"/> Skewer	2
<input type="checkbox"/> Croquette	1
<input type="checkbox"/> Bite-size Dessert	3

BEVERAGE (Free-flowing)	NO. OF KINDS/TYPES
<input type="checkbox"/> Beer	1
<input type="checkbox"/> Cocktail	2
<input type="checkbox"/> Soda	1
<input type="checkbox"/> Juice	1
<input type="checkbox"/> Distilled Water	1

Venue Set-Up

- Food and beverage caterer must be able to provide a set-up that will follow the approved color schemes of Manila FAME.
- Provision of at least 15 cocktail tables with centerpiece and accents
- Provision of a bar where guests can order their preferred beverage
- Presentation of a mock-up of the cocktail table with centerpiece, crew grooming and uniform before the show

Personnel and Staff

- Well-groomed and uniformed chefs, waiters and servers

Commitment/Undertakings

- Food and beverage caterer must conform to the following requirements:
 - a) Ensure food safety and cleanliness;
 - b) Must be liable to any complaints regarding their service; and
 - c) Must ensure that all requirements needed shall be within the approved budget.

V. TENTATIVE SCHEDULE

	DATES	TIME
INGRESS	17 October 2019	12:00 PM – 03:00 PM
PROGRAM PROPER	17 October 2019	05:00 PM – 08:00 PM
EGRESS	17 October 2019	08:00 PM – 09:00 PM

VI. QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

For the Qualitative Evaluation, bidders will be assessed based on the following criteria:

CRITERIA	VALUE POINT
1. The company should be an accredited caterer of the venue. Accredited caterer - 10 points Not accredited caterer but willing to pay venue commissions (up to 30%) - 5 points Not accredited caterer but NOT willing to pay venue commissions - 0 points	10
2. Length of relevant experience in the food service and catering industry. The company must have at least five (5) years of experience in the business.	20
3. The company must be able to submit a menu proposal based on the food and beverage selection specified above.	35

4. The company must be able to submit their company profile with photos of sample set-up (tables and chairs) from past events wherein they provided food catering services. Company must also submit photo or design of proposed table set-up for Manila FAME October 2019.	35
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.

VII. ESTIMATED BUDGET

Total Budget - PHP 500,000.00 (inclusive of taxes)
 Procurement Mode - Small Value Procurement

Prepared by:

Noted by:


Estelle Louise F. Uy
 TIDS, Fashion Lifestyle Division


Marjo F. Evio
 Division Chief

Recommending Approval:

Approved by:


Atty. Anna Grace Marpuri
 OIC-Department Manager, Operations 1


Paulina Suaco-Juan
 Executive Director