

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-2020-0173

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 DIGITAL EVENTS PRODUCTION TEAM FOR
IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021**
(Please see attached Request for Quotation Form for more details.)

Approved Budget	: PHP 950,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 07 December 2020, 05:00PM
Opening of Bids	: 10 December 2020, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration

Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.

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. Latest Income/Business Tax Return

4. Notarized Omnibus Sworn Statement

Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.

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

Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

Financial Bid (2nd Envelope / Compressed Folder)

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

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- **Company Portfolio**
- **List of corporate or media events launched within the last 5 years**
- **List of names with dates of international or local institutional or government-related events the company has launched within the last 5 years**
- **List of names with dates of digital events the company has produced within the last 3 years**
- **Screenshot / proof of event using Hopin as platform**

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online at citembac@citem.com.ph. A password protection may be inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


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



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
 Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

CITEM.BAC.FR.009
 REV 1



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: _____

Date: 02 December 2020

Company Name: _____

RFQ No.: 2020-0173

Address: _____

Contact No.: _____

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.

Pre-bid Conference: _____ n/a _____	Time: _____ n/a _____	Venue: _____ n/a _____
Schedule of Opening of Bids: <u>10 December 2020, Thursday</u>	Time: <u>2:00PM</u>	Venue: <u>ZOOM</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1		HIRING OF DIGITAL EVENTS PRODUCTION TEAM FOR IFEX PHILIPPINES NXTFOOD ASIA 2021 AND SUSTAINABILITY SOLUTIONS EXPO 2021 <i>Please see attached Terms of Reference for more details.</i> APPROVED BUDGET FOR THE CONTRACT: <u>PHP 950,000.00</u> DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND QUALITATIVE EVALUATION DOCUMENTS: <u>07 December 2020, Monday, 05:00PM</u>		

Terms and Conditions:

- 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 overwriting 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): _____

Email: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



TERMS OF REFERENCE
Hiring of Digital Events Production Team
for IFEX Philippines NXTFOOD Asia 2021 and Sustainability Solutions Expo 2021

I. Background and Rationale

IFEX Philippines NXTFOOD Asia (IFEX NXTFOOD) is CITEM’s banner food event for Asian and Philippine food champions to showcase a wide and diversified array of food and ingredients uniquely Asian. It is a platform to discover the next big thing in the World of Food and a venue for one-on-one business to business (B2B) meetings for major and mainstream global market.

On its maiden run, Sustainability Solutions Expo (SSX), envisioned as an annual global expo and conference, will feature a diverse range of sustainable products and solutions to address the requirements for sustainable consumption and production, with an aim to strengthen the value and supply chain linkages and to promote green growth.

The 14th edition of IFEX NXTFOOD and 1st edition of SSX will adapt the “new normal” protocols in staging trade fairs to ensure the safety of everyone but not to compromise the objective of the shows. IFEX NXTFOOD and SSX shall adapt a hybrid format where a B2B-focused physical exhibition will be held alongside a strengthened virtual component including an option for an online business matching, digital storefront, and variety of digital events (e.g. webinars, trainings, and other promotional activities).

To ensure the logistical, technical, and digital requirements needed in hosting the various IFEX NXTFOOD and SSX digital events are seamlessly prepared and delivered, it is deemed necessary to engage the services of a Digital Events Production Team. While CITEM’s web marketing and operations group for food divisions are adept in organizing various online activations and physical events, CITEM lacks the expertise and experience necessary to mount digital events of this number and magnitude. Thus, the Digital Events Production Team shall support CITEM in producing the said events, facilitate the platform for interactivity and accessibility, and maintain the order of program of the whole event.

II. Requirements and Deliverables

The Production Outfit shall be contracted to manage the overall production of the digital events indicated in the attached calendar (see Annex A). The agency must submit a list of their manpower with the assigned personnel from their company within 1 week upon awarding of the contract.

Deliverable / Manpower	Deliverables
Event Director	Responsible for organizing, mobilizing and/or coordinating the staff, event participants, officials, and administrators for the successful execution of the whole event.
Production Coordinators	Responsible for ensuring that the production team meets scheduled timeline of the events in the calendar. This entails a range of oversight work including planning, scheduling, directing and executing production activities for maximum performance of the scheduled events.

Technical or Streaming Directors	Operates, maintains and safeguards the technical assets of the event including supervising the usage of necessary lighting, sound and communications equipment. Technical Director should also determine the necessary technical support, such as but not limited to lighting, sound, staging, and special needs, necessary for the list of events presented.
Audio Spinners	Responsible to assemble, operate and maintain the technical equipment used to record, amplify, enhance, mix or reproduce sound. The Digital Production Team must provide a list of recommended sound requirements for the event for approval of CITEM.
Visual Designers and Audio Spinners	Responsible to assemble, operate and maintain the software or platform used in projecting key visuals intended for the event. CITEM shall provide the pegs for the visuals and the Digital Production Team shall produce the graphics with the required software or platform.
Tech Operator	Set up, operate, and maintain the electronic equipment used to transmit the event whether via pre-recorded videos and/or live streaming. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs.
Scriptwriter	Digital Production Team shall provide scripts for the speakers and the host in keeping track of the whole program.
Digital Kit for Speakers and/or Guests	Provision of a step-by-step process in accessing the platform for the speakers and guests involved in all the events. The Digital Events Production Team shall also provide a list of requirements concerning preferred Internet capacity, Lighting, Set-up etc.

III. Responsibilities

A. Digital Events Production Team

1. Designate two (2) project coordinators to ensure the timely delivery of outputs and coordination with CITEM, during the contract period.
2. Submit an action plan no later than 29 December 2020. The action plan must include the necessary logistical requirements, task-specific timelines, and a list with a minimum of three proposed event hosts, and outline of programs for the execution of the production of the events. The action plan shall also be in line with CITEM's concept of IFEX NXTFOOD and SSX and is subject to the review and approval of CITEM Management.
3. Ensure consistency with the overall objectives and concept of the event based on CITEM's concept and mandate.
4. Provide and shoulder all costs of necessary personnel, facilities, accommodation, production equipment and setup, and conduct all necessary preparatory and other activities to accomplish the agreed upon scope of work and deliverables, i.e., event

planning and coordination and multimedia and audio-visual production. Any additional costs incurred relative to any aspect of the event shall solely be charged to the Digital Events Production Team;

5. Submit issues and concerns and recommended next steps in relation with the project at no additional cost to CITEM;
6. All event preparations and proceedings should be treated with full confidentiality and may not be shared by any other party aside from CITEM;
7. Attendance of the Digital Events Production Team with at least 1-2 representatives to physical meetings and onsite event productions, as needed/ required by CITEM;
8. An initial draft of the post-event report should be submitted to CITEM within ten (10) days after the event. A full and final post-event report with full event documentation should be submitted to CITEM within thirty (30) days after the event.

B. CITEM

1. Provide all information and materials needed to accomplish the scope of work and produce series of events for IFEX NXTFOOD and SSX;
2. Review and approve all materials and deliverables produced by the Digital Events Production Team;
3. Provide at least two (2) support staff to coordinate with the Digital Production Team;
4. Provide necessary pre-work and post-work files, materials, information and necessary resources to the assigned project coordinator/s; and
5. Provide inputs and direction on the desired documentation output after the initial report has been submitted.

IV. Qualifications and Technical Evaluation

For the qualitative evaluation, bidders will be assessed based on the submission of the documentary requirements vis-à-vis criteria listed below:

Note: Assigned points are the set minimum. Maximum of in-between points may be added for quality and creativity executions.

Qualifications	Documentary Requirements	Points
I. Proof of Events Management Experience (40 points)		
Proof of at least five (5) years of experience in event planning, implementation and management. <i>More than 7 years: 40 points</i> <i>6 to 7 years : 30 points</i> <i>5 years : 20 points</i>	Company portfolio	40 points
II. Event Management Experience and Credentials (60 points)		

At least two (2) Corporate or media events the company has launched within the last 5 years: <i>More than 3: 20 points</i> <i>At least 3 : 15 points</i> <i>At least 2 : 10 points</i>	List of corporate or media events launched within the last 5 years	20 points
At least two (2) International and/or local institutional or government-related events the company has launched within the last 5 years: <i>More than 3: 15 points</i> <i>At least 3 : 10 points</i> <i>At least 2 : 5 points</i>	List of names with dates of international or local institutional or government-related events the company has launched within the last 5 years	15 points
At least two (2) digital events the company has produced within the last 3 years <i>More than 3 events : 15 points</i> <i>At least 2 to 3 events : 10 points</i>	List of names with dates of digital events the company has produced within the last 3 years	15 points
Digital events the company has produced using Hopin as platform <i>At least 2 events: 10 points</i> <i>At least 1 event: 5 points</i>	Screenshot / proof of event using Hopin as platform	10 points
Total		100 points

A Technical Working Committee will be created to screen and evaluate the prospective bidders. Only companies who complied with the CITEM- Bids and Awards Committee eligibility requirements and obtain a score of at least of 85% in the qualitative evaluation shall proceed with the opening of financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder.

V. Period of Engagement

The Digital Events Production Team shall be contracted by CITEM from December 2020 - August 2021 (9 months) with a minimum number of 25 and a maximum of 35 digital events.

VI. Budget

Budget allocation is **NINE HUNDRED FIFTY THOUSAND PESOS (P950,000.00) only**, inclusive of taxes and other applicable charges (e.g. bank charges, etc.).

VII. Corresponding Deductions/Penalties

The Digital Events Production team to be engaged shall be given corresponding deductions from the total amount of payment should the events be decreased.

PARTICULARS	DEDUCTION
Production of less than 25 events	5% Deduction of the total contract amount
Production of less than 15 events	10% Deduction of the total contract amount

VIII. Terms and Conditions

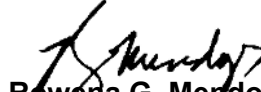
1. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally. This should be submitted to CITEM in a portable hard drive/s provided by the winning bidder.
2. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
3. The winning Digital Production Team shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

Prepared by:



Rianna Elaine V. Custodio
TIDA, OG 2-SE

Noted by:



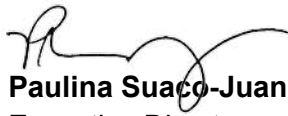
Rowena G. Mendoza
OIC – DM, Operations Group II

Recommending Approval:



Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:



Paulina Suaco-Juan
Executive Director

ANNEX A
Hiring of Digital Events Production Team
for IFEX Philippines NXTFOOD Asia 2021 and Sustainability Solutions Expo 2021

WORKING CALENDAR OF ACTIVITIES

Year of Implementation	Training Topic (Titles are tentative)	No. of Participants (est.)	Month	Duration
EXPORT COACHING EXCLUSIVE TO VFI PARTICIPANTS				
2021	Food Safety in the New Normal	40	Jan	Half Day
2021	New Normal Market Requirements (inc. of Regulatory Compliance of FDA-LTO/CPR, Halal, and other International Food Standards)	40	Feb-Apr	Half Day
2021	Packaging Innovation in the Food Industry	40	Feb-Apr	Half Day
2021	Latest trends on Food Innovation	40	Feb-Apr	Half Day
2021	Food Labelling (Philippines and Major Importing Countries)	40	Feb-Apr	Half Day
2021	Basics of Exporting	40	Feb-Apr	One Day
2021	Export Pricing and Costing (<i>optional, if needed by VFI participants</i>)	40	Feb-Apr	Half Day
2021	Export Marketing Plan	40	Feb-Apr	Half Day
KNOWLEDGE SHARING SESSIONS				
2021	Digital Promotions Briefing	200-300	Jan	2 hours
2021	The Future of Food	200-300	Feb	2 hours max
2021	Circular Economy 101	50-100	Feb	2 hours max
2021	Branding 101 (Series)	200-300	Feb	2 hours max per episode
2021	The Perks of Doing Business Online	200-300	Feb	2 hours max
2021	Creating Powerful Imagery: Taking IG-worthy Photos	200-300	Mar	2 hours max
2021	Creating Powerful Imagery: Basic Product Photography and Editing	200-300	Mar	2 hours max
2021	Finding Your Brand Voice: Writing Effective Promotional Content for Social Media	200-300	Mar	2 hours max
2021	Finding Your Brand Voice: Improving your Content SEO	200-300	Mar	2 hours max
2021	IPO: Protecting your Brand Identity	200-300	Apr	2 hours max
2021	Designing your Digital Storefront	200-300	Apr	2 hours max
2021	Amplifying your Social Media Accounts: Effective Promotions Using Facebook Algorithm	200-300	Apr	2 hours max
2021	Amplifying your Social Media Accounts: Curating your Social Media Assets on Instagram	200-300	Apr	2 hours max

2021	Export Pricing in the Online Sphere	200-300	May	2 hours max
2021	Building Buyer Confidence (Series, per Market)	200-300	May	2 hours max
2021	Exhibitor Briefing	200-300	May	2 hours
2021	Ambient Spaces in Physical Shows	200-300	Jun	2 hours max

Note: Title, sequence, and number of the listed activities may be subject to change.