

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-2020-0176

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 CONTENT DEVELOPER AND PUBLISHER FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS
(Please see attached Request for Quotation Form for more details.)

Approved Budget	:	PHP 900,000.00
Pre-Bid Conference	:	10 December 2020, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	14 December 2020, 05:00PM
Opening of Bids	:	17 December 2020, 10:00AM

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 Profile and Content Portfolio**

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 maybe 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.: 2020-0176

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: <u>10 December 2020, Thursday</u>	Time: <u>2:00PM</u>	Venue: <u>ZOOM</u>
Schedule of Opening of Bids: <u>17 December 2020, Thursday</u>	Time: <u>10:00PM</u>	Venue: <u>ZOOM</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1		HIRING OF CONTENT DEVELOPER AND PUBLISHER FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS <i>Please see attached Terms of Reference for more details.</i> APPROVED BUDGET FOR THE CONTRACT: <u>PHP 900,000.00</u> DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID AND QUALITATIVE EVALUATION DOCUMENTS: <u>14 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 (TOR)
PROCUREMENT OF CONTENT DEVELOPER AND PUBLISHER
FOR CITEM'S 2018 AND 2019 ANNUAL REPORTS

I. BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) is the export promotion arm of the Philippine Department of Trade and Industry (DTI).

CITEM is committed to developing, nurturing, and promoting globally competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers by implementing an Integrated Approach to Export Marketing in partnership with other government and private entities. For three decades, CITEM has established the country's image as the premier destination for quality export products and services. It continues to set the highest standards of creativity, excellence, and innovation to achieve export competitiveness in the international market.

II. RATIONALE

As part of its documentary requirements under the Governance Commission for GOCCs (GCG) and its aims towards transparency, CITEM publishes Annual Reports that contain the Agency's yearly accomplishments in its signature events, overseas trade fair (OTF) participations and other export promotion initiatives that promote the Philippines' products and services to the world. Published in print format, CITEM's Annual Reports serve as basis in research, knowledge-transfer, and decision-making for CITEM's future programs and initiatives.

Towards this end, the Agency intends to hire a third party service provider that will develop and publish a print-ready Annual Report for 2018 and 2019 to publish an unbiased and fully transparent reportage to its stakeholders. In addition, outsourcing the creation of the Annual Reports should enable CITEM's creative and communication divisions to better focus its energy and manpower on CITEM's new programs and initiatives, particularly in the front of digitalization.

III. SERVICE PROVIDER DELIVERABLES

Annual Report 2018 and 2019

The service provider must execute the copywriting and layout to produce digital layout and a print-ready document of CITEM's 2018 and 2019 Annual Reports, subjected to the approval of CITEM Management.

The outline of the document must at least contain, but not limited to, the following content:

- CITEM 2018 and 2019 Annual Accomplishment Report Executive Summary.
- Brief Overview of Board Mandate, Mission, Vision, Core Values and Corporate Quality Policy
- Brief Overview of CITEM 2018 and 2019 Projects all over the world and Corporate Governance.
- Reports on each of CITEM's signature events and OTF participations.
- CITEM Good Governance and Risk Assessment Programs

- CITEM Accomplishment of 2018 and 2019 GCG Targets.
- CITEM CSR, if applicable.
- CITEM Capacity Building and Training Programs for Employees
- CITEM Financial Report
- CITEM Board of Governors
- CITEM Corporate Structure

The service provider should produce an online content with accompanying graphics for each annual report which can be laid out and integrated on CITEM's corporate website, as well as a print-ready document file with the following minimum size specifications per page: 8 ¼ x 11 ¾. The content made for the reports must be submitted via a universal serial bus (USB) drive in an editable and print-ready pdf or .epub format file, together with all relevant project files.

IV. SERVICE PROVIDER RESPONSIBILITIES

The service provider for the CITEM 2018 and 2019 Annual Reports shall adhere to the following responsibilities:

- Review reports and other materials to be provided by the CITEM Management.
- Interview CITEM personnel in coordination with CITEM Management for additional information or clarification (if necessary)
- Proofread and edit the materials that the CITEM Management will be providing.
- Produce graphics and visuals, if necessary, for CITEM 2018 and 2019 Annual Reports.
- Adhere to working timeline as stipulated under the period of engagement.
- Give revisions to content and design of the 2018 and 2019 based on CITEM Management's feedback and corrections. CITEM Management is entitled to three (3) free-of-charge revisions per Annual Report.

V. PERIOD OF ENGAGEMENT

The service provider shall be contracted within four (4) months after the Notice of Award has been issued.

VI. QUALITATIVE BID AND TECHNICAL EVALUATION

CITEM will conduct a procurement process per Republic Act (RA) 9184. A qualitative evaluation is necessary in the selection process. A Technical Working Group will evaluate the interested bidders using the following criteria:

Qualifications (90% passing score)	Documentary Requirements	Points
Design and Content Quality of Previous Publications <ul style="list-style-type: none"> ▪ Content quality of sample publications (25 points) ▪ Design and layout quality of sample publications (25 points) 	Company Profile and Content Portfolio	50

Proof of Publishing Experience <ul style="list-style-type: none"> ▪ 5 years and above (20 points) ▪ 3 to less than 5 years (15 points) ▪ 1 to less than 3 years (10 points) ▪ Less than 1 year (5 points) 		20
Sample of Publication/s* <ul style="list-style-type: none"> ▪ 4-5 publications in the last 5 years (30 points) ▪ 3-2 publications in the last 5 years (20 points) ▪ 1 publication in the last 5 years (10 points) <p>*Publication refers to book, magazine, report, journal, newsletter, factsheet, newspapers and other marketing collaterals distributed physically or digitally.</p>		30
Total		100

Only the bidder/s with a passing score of 90 points shall proceed with the opening of the Financial Bid. The contract shall be awarded to the lowest calculated and responsive bidder.

VII. BUDGET AND PAYMENT TIMELINE

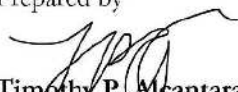
As the budget for the contract for services rendered, the service provider shall receive a professional fee of Nine Hundred Thousand Pesos (Php900,000.00) from CITEM's Institutional Promotions – Corporate Communications (IPCorpComm) budget, inclusive of all applicable taxes. The payment scheme is as follows:

Output/Milestone	Payment
Thirty (30 days) after submission of CITEM 2018 Annual Report.	40%
Thirty (30 days) after submission of CITEM 2019 Annual Report.	60%
Total	100%


VIII. AGREEMENT BETWEEN PARTIES

In addition to stipulations within the contract, it is understood that the service provider agrees on the following upon his/her submission of proposal/bid to CITEM that there be a Non-Disclosure Agreement between CITEM and the contracted party; and CITEM reserves the right to impose penalty if performance is unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set.

Prepared by

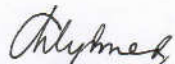

Timothy P. Alcantara
 Information Officer III

Recommended by



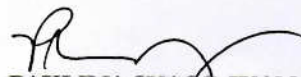
CHARLES AAMES BAUTISTA
Department Manager
Communications and Creative Services Department

Noted by



MARIA LOURDES D. MEDIRAN
Deputy Executive Director

Approved by



PAULINA SUACO-JUAN
Executive Director

