

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-2020-0133

**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 HOST FOR FAME+ DIGITAL EVENTS**

|   |                            |
|---|----------------------------|
| Approved Budget   | : PHP 300,000.00           |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 14 October 2020, 5:00PM  |
| Opening of Bids   | : 15 October 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](mailto: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. 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.*

**4. 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.**

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](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password for the 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](mailto: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 : \_\_\_\_\_

**Date:** 9-Oct-2020

**RFQ No:** 2020-0133

Company Name: \_\_\_\_\_  
 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 submitted to CITEM BAC or in a compressed folder submitted at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).


**Schedule of Opening of Bids:** 15 October 2020     **Time:** 2:00PM     **Venue:** Microsoft Teams / Zoom

| QUANTITY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION  | UNIT PRICE | AMOUNT |
|----------|------|---|------------|--------|
|          |      | <b>HIRING OF HOST FOR FAME+ DIGITAL EVENTS</b><br>Minimum of 25 events, Maximum of 30 events<br>For the period of 5 months from October 20, 2020 to March 19, 2021  |            |        |
|          |      | <b>SCOPE OF WORK:</b><br>- Attend CITEM & Floor's Director's pre- event coordination briefing and rehearsal<br>- Present the program based on the script provided by CITEM<br>- Coordinate with the assign floor and technical director as well as assist clients and events planners to ensure that the program would proceed on time<br>- Moderate the program's Q&A session and ensure that each part of the program will have a smooth transition   |            |        |
|          |      | <b>PERIOD OF ENGAGEMENT:</b><br>The Host shall be contracted by CITEM for the span of 5 (five) months from October 2020 – March 2021 with a minimum number of 25 (twenty-five) digital events and a maximum number of 30 (thirty) digital events.   |            |        |
|          |      | <b>EVENT HOST RESPONSIBILITIES:</b><br>1. Must be knowledgeable in the furniture, fashion, home décor and lighting industry.<br>2. Must be knowledgeable in the target market of Manila FAME.<br>3. Has the ability to properly communicate the script provided by CITEM<br>4. Has the ability to properly communicate the questions raised from the viewers.<br>5. Has the ability to establish connection with the speakers.<br>6. Must be available in all the scheduled FAME+ Events. (Event calendar shall be provided by CITEM) |            |        |
|          |      | <b>OTHER DETAILS:</b><br>1. Host preference: Female<br>2. Total amount of payment will rely in a per event cost basis.  |            |        |
|          |      | <b>APPROVED BUDGET FOR THE CONTRACT : PHP 300,000.00</b>  |            |        |
|          |      | <b>DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS,</b>  |            |        |
|          |      | <b>AND FINANCIAL BID : <u>14 October 2020, 05:00PM</u></b>  |            |        |

**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: \_\_\_\_\_