

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-2020-0005

**REQUEST FOR QUOTATION
(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 BUYER'S LOUNGE OF
SUSTAINABILITY SOLUTIONS EXPO: F&B ON 21-23 MAY 2020**

Please see attached Terms of Reference for more details of this requirement.

Approved Budget	: PHP 336,000.00
Pre-Bid Conference	: 10 December 2019, 02:00PM
Deadline of Submission of Eligibility Documents and Financial Bid and Documentary Requirements for Qualification	: 16 December 2019, 05:00PM
Opening of Bid	: 17 December 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/Business 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. Bids shall be valid for 120 calendar days from the date of the opening of bids.**

Qualification Requirements (3rd Envelope)

- **Company Profile indicating the years of experience in the food service industry and company's green food service practices (i.e. using eco-friendly utensils, environmentally waste management, etc.)**
- **Certificate of Accreditation from World Trade Center Metro Manila**

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 also 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 309/294 or e-mail at citembac@citem.com.ph.



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

**TERMS OF REFERENCE
SUSTAINABILITY SOLUTIONS EXPO: F & B**

Food and Beverage Caterer for the Buyers Lounge

A. PROJECT DETAILS

TITLE OF EVENT : Sustainability Solutions Expo: F & B (SSX:FB)
VENUE : World Trade Center Metro Manila (WTCMM)
FAIR DATES : 21 – 23 May 2020
FAIR HOURS : 9:00AM – 7:00 PM
PRODUCT LINES : Healthy and Organic Food Products, Green Processing Technologies, and Equipment, Post-harvest, Refrigeration & Storage facilities, Green Packaging, Green Drying Technologies and Facilities, Food Ingredients & Raw Materials, Food Safety Technologies & Consultancy Services, and Allied Services and Industries

B. BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) is organizing the 1st Sustainability Solutions Expo: F & B (SSX: FB) 2020, slated on 21-23 May 2020. SSX: FB is staged in support to the Executive Order 27 (Directing All Government Agencies and Instrumentalities to Implement the Philippine Development Plan PDP 2017-2022) and aligning to the Department of Trade and Industry (DTI)'s Green Growth Strategies, embedded in the Micro, Small and Medium Enterprises Development Plan 2017-2022 (MSMEDP).

With the launch of the maiden edition of this international show for Sustainability, SSX: FB. CITEM seeks to continue its promotional support to the food small and medium-sized enterprise (SMEs) by providing a trade platform which will present to the local and global market, the sustainable and environment-friendly products, technologies, and solutions in the Food Sector.

As an extension of the customary Buyer Care Program provided to CITEM's Signature Events, a dedicated lounge will be provided to buyers: The Buyers Lounge. The Buyers Lounge shall be the official dining area of all trade buyers and other VIPs for the SSX: FB, wherein they will be given complimentary meals during the event proper.

C. OBJECTIVES

1. To provide SSX: F&B buyers with comfortable and business-like lounging area during the event;
2. To provide a venue for buyers to interact, form partnerships, and discuss business beyond the exhibition hall; and
3. To ensure professional and world-class service to buyers while at the Buyer's Lounge.

D. MABUHAY BUYERS LOUNGE

AREA/S	AMENITIES	CITEM	CATERER
Dining Area	1. Storage Room	c/o CITEM in coordination with WTC.	Should properly maintain cleanliness in the area.
	2. Elegantly presented buffet table		Should use what has been presented to technical working group as approved.

	AMENITIES	CITEM	CATERER																										
	3. 8-10 round or square Dining Tables (4 pax per table) with chairs, centerpiece and accents, (table & chairs should have no linens).	Provide fruits in season for daily consumption.	Provide trays, table napkin, plate, small baskets, etc. for Philippine fruits in season)																										
	4. Well groomed, uniformed and trained service staff and food attendants.		Should always be ready to greet buyer and serve with a smile.																										
	5. All day dining food selection (different sets of menu served every day for 3 days.		Should follow approved Menu of the caterer during the selection process.																										
	<table border="1"> <thead> <tr> <th>Viand</th> <th>Qty.</th> </tr> </thead> <tbody> <tr> <td>a. Soup</td> <td>1</td> </tr> <tr> <td>b. Garden Salad</td> <td>1</td> </tr> <tr> <td>c. Pasta</td> <td>1</td> </tr> <tr> <td>d. Vegetarian Dish</td> <td>2</td> </tr> <tr> <td>e. Canapé</td> <td>2</td> </tr> <tr> <td>f. Sandwich</td> <td>1</td> </tr> <tr> <td>g. Pastry (yeasted, dessert/sweet, etc.)</td> <td>3</td> </tr> <tr> <td>h. Fresh Fruits (Philippine fruits in season)</td> <td>2</td> </tr> <tr> <td>i. Others</td> <td></td> </tr> <tr> <td>• Free flowing Brewed Coffee</td> <td></td> </tr> <tr> <td>• Free flowing Philippine fruit juice in season</td> <td></td> </tr> <tr> <td>• Free tea and water</td> <td></td> </tr> </tbody> </table>	Viand	Qty.	a. Soup	1	b. Garden Salad	1	c. Pasta	1	d. Vegetarian Dish	2	e. Canapé	2	f. Sandwich	1	g. Pastry (yeasted, dessert/sweet, etc.)	3	h. Fresh Fruits (Philippine fruits in season)	2	i. Others		• Free flowing Brewed Coffee		• Free flowing Philippine fruit juice in season		• Free tea and water			
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	GUIDELINES 1. The Dining Area is open to all trade buyers and official VIPs at CITEM. 2. All trade buyers and official VIPs of CITEM are eligible to avail of the complimentary meals offered in the Dining Area. 3. The 3-day dining food shall be available from 9:00AM to 6:00PM.																												

QUALIFICATION REQUIREMENTS

1. Company should be at least 5 years in the food service industry;
2. Company should be an accredited caterer of WTCMM; and
3. The company's green food service practices must be in-place (i.e. using eco-friendly utensils, environmentally waste management, etc.).

WINNING BIDDER'S UNDERTAKING

The winning bidder must conform to the following requirements:

1. To provide room design enhancement and set up in consultation with CITEM's Exhibition and Design Division (EDD);
2. To provide one (1) extra waiter at the Executive Meeting Room to take charge of orders to be served during meetings of the CITEM Executive Director;
3. To ensure food safety and cleanliness of the entire Buyer's Lounge;
4. To be liable to any casualty of its service and complaints regarding their service.
5. To directly coordinate with the event venue regarding additional fees that will be required.
6. To provide CITEM a summary of the daily food consumption of guests and clients.

7. To make certain of the proper and timely delivery of service and must be compliant from the minimum number of pax/diners.
8. To provide enough complement of well groomed, uniformed & well-trained service staff and food attendants.
9. To provide a Buyer Satisfaction Survey Form to be accomplished by the hosted buyers and VIP guests and submit to CITEM daily.

PAYMENT TERMS

CITEM guarantees payment of the following number of pax:

DATE	NO. OF GUARANTEED PAX
21 May 2020, Thursday	100
22 May 2020, Friday	100
23 May 2020, Saturday	80

In excess of the guaranteed number of pax, CITEM shall pay the corresponding amount based on the actual number of guests who availed of the complimentary meal. Payment to the supplier will be made after the event.

An Evaluation of the caterer's performance will be required after the event. Should the caterer fail to comply with any of the requirements stated in this TOR that resulted to unsatisfied and poor performance, CITEM has no course but to ban the company from participating in any CITEM projects for one (1) year.

In addition, the caterer shall provide a Buyer Satisfaction Survey Form to be accomplished by the hosted buyers and VIP guests and must submit to CITEM daily.

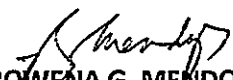
ESTIMATED BUDGET

Hiring of Food and Beverage Caterer has a total budget of Three Hundred Thousand Pesos (PhP 336,000).


Prepared by:


JESSICA P. GENOVIA
 STIDS, Agri-marine/HWD


Noted by:


ROWENA G. MENDOZA
 DC, Operations Group 2

Recommending Approval:


MA. LOURDES D. MEDIRAN
 Supervising DED, Operations Group 2

Approved by:


PAULINA SUACO-JUAN
 Executive Director