

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-2021-0079

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 THE PROGRAM PRODUCER AND COORDINATOR
FOR THE IFEX DIGITAL EXPO SPECIAL ACTIVITIES
(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	: PHP 920,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 06 September 2021, 12:00NN
Opening of Qualitative Evaluation Documents	: 06 September 2021, 12:00NN
Opening of Eligibility Documents and Financial Bid	: 07 September 2021, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

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 indicating years of experience in event planning, implementation, and management**
- **Company Portfolio with list of clients (with project names indicated) from both public and private sectors**
- **List of names with dates of digital events and format (live/pre-recorded/mixed) the company has produced within the last three (3) years**
- **List of past and current relationships/industry affiliations with key players and influential personalities in the local and international Filipino food community**

To encourage the sanctity of the bids, we highly encourage bidders submit these documents separately, 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, online submission to the BAC Secretariat through email 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 Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as 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

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 September 2021

Company Name: _____

RFQ No.: 2021-0079

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 or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <u>06 September 2021</u> Time: <u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>06 September 2021</u> Time: <u>12:00NN</u>
Schedule of Opening of Eligibility Documents and Financial Bid: <u>07 September 2021</u> Time: <u>2:00PM</u> Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p align="center">HIRING OF THE PROGRAM PRODUCER AND COORDINATOR FOR THE IFEX DIGITAL EXPO SPECIAL ACTIVITIES</p> <p align="center"><i>Please see attached Term of Reference for more details.</i></p> <p align="center">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 920,000.00</u></p>		

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: _____



TERMS OF REFERENCE

Hiring of the Program Producer and Coordinator for the IFEX Digital Expo Special Activities

I. Background and Rationale

IFEX Philippines (IFEX) 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.

A fully digital iteration of the 14th edition of IEX shall be implemented on 23-25 September to ensure the safety of all relevant stakeholders but not to compromise the objective and intended experience of the show. As such, the IFEX Digital Expo will comprise of an expo, business-to-business meetings (B2B), and special activities in the main stage and session areas of the Hopin platform.

To ensure the logistical, technical, and digital requirements needed in producing the various IFEX special activities are seamlessly prepared and delivered, it is deemed necessary to engage the services of a Digital Program Producer and Coordinator. While CITEM's Exhibition and Design Division and Operations Group for Food are adept in organizing various online webinars, B2B activities, and physical events, CITEM lacks the experience and complimentary manpower necessary to mount the component for the various special activities of this number, magnitude, and, more importantly in this digital space or platform.

Thus, the Program Producer and Coordinator shall support CITEM in securing the engagement of specific authorities and key figures/personalities in the food industry and producing an engaging and impactful program for the various special activities in the three-day Digital Expo. In this way, the organic CITEM project officers/manpower may strategically lead the coordination and production of the 3-day Expo and B2B components and the overall marketing implementation while overseeing the special activities to be produced by the said service provider.

II. Scope of Work and Deliverables

A. Undertake the following (deliverables, duration, and speakers/moderators subject to modifications):

Activity / Segment	Deliverables of the Producer
FOR DAY 1 – IFEX DIGITAL EXPO	
Opening Ceremony: Welcome Remarks	Conduct onsite video with audio recording and edit the video footage according to CITEM Guidelines the 5-min maximum Welcome Remarks of ED Pauline Suaco-Juan
Opening Ceremony: Opening Message	Conduct onsite video with audio recording and edit the video footage according to CITEM Guidelines the 5-min maximum Opening Message of Undersecretary Abdulgani M. Macatoman
Going Global: Food Trends Shaping Consumer Behavior	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute pre-recorded video presentation by Mr. Erik Thoresen (Resource Speaker) on Food Trends Shaping Consumer Behavior with Moderating by Ces Drilon <i>Speaker: Mr. Erik Thoresen, Researcher and Consultant, Food Innovation, Technology, and Trends</i>

Global Food Community	<ul style="list-style-type: none"> • Coordinate and confirm, in support to CITEM and as necessary/required, the availability and participation of the moderator and presenters/resource speakers (TBD) for the Discussion on Creating a Global Community of Filipino Foodies • Produce and edit according to CITEM Guidelines a 45 and maximum of 80-minute pre-recorded video presentation and/or roundtable discussion by the moderator and presenters on the value of unifying the Filipino food communities • <i>Moderator and presenters/resource persons TBD in coordination with CITEM, the Chief Storyteller, and the Program Producer</i>
Plant-Based Discussion	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute roundtable discussion among the Resource Persons on the topic <i>Speakers TBD in coordination with CITEM and the Export Marketing Bureau (EMB)</i>
FOR DAY 2 – IFEX DIGITAL EXPO	
FoodPHILIPPINES – Halal	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute pre-recorded video presentation by 2-3 speakers on the promotion of Halal in the Philippines with moderation by the host (Ces Drilon) <i>Speakers TBD in coordination with CITEM and EMB</i>
Mixes and Seasonings from Coconut	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute pre-recorded video presentation, discussion, and or demonstration on the Mixes and Seasonings from Coconut <i>Presenter/s TBD in coordination with CITEM, EMB, and/or its segment partners</i>
Coconut Forum	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute presentation/s and/or roundtable discussion among the Resource Persons on the topic <i>Moderator and select presenters TBD in coordination with CITEM and EMB</i>
After Hours: Rising Star of Philippine Food: Pairing your Coconut Condiments	Conduct onsite video with audio recording and edit the video footage according to CITEM Guidelines the 45-55-minute presentation and/or product demonstrations on “Pairing your Coconut Condiments” <i>Presenter/s TBD in coordination with CITEM, EMB, and/or its segment partners</i>
FOR DAY 3 – IFEX DIGITAL EXPO	
FoodPHILIPPINES – Kosher (Specialty)	Produce and edit according to CITEM Guidelines a minimum of 45 and maximum of 80 minute pre-recorded video presentation by the Resource Speaker/s on Kosher <i>Moderator and resource persons TBD in coordination with CITEM and the Export Marketing Bureau</i>
Negros as the Organic Farming Capital of the Philippines	Produce and edit according to CITEM Guidelines a 45 and maximum of 80-minute pre-recorded video presentation by the select presenters/resource speaker/s on the said feature or topic <i>Moderator and presenters/resource persons TBD in coordination with CITEM</i>
After Hours: Craft Beer Tasting 101	Conduct onsite video with audio recording and edit the video footage according to CITEM Guidelines the 45-55-minute presentation and/or product demonstrations on “Craft Beer Tasting 101” <i>Moderator/s and Presenter/s TBD in coordination with CITEM and/or its segment partner/s</i>

- B. Produce event OBB (opening break bumper), CBB (closing break bumper), and transition videos in coordination with CITEM’s Experience and Design Division (EDD)

- C. Provide updates on the status of engagement with the speakers, moderators, as may be required by the CITEM Project Team
- D. Edit existing video and/or presentation materials and/or produce requirements from said speakers, panelists and moderators, such as, but not limited to: pre-recorded video presentations, speaker profiles and photos, advanced copy of slides, and other resource materials prior to the IFEX proper dates, in coordination with the Chief Storyteller and subject to the final approval of CITEM;
 - 1. Assist in the preparation of the presentation materials of the speakers, as necessary
 - 2. Ensure the appropriateness of content that will be used in presentation materials and videos from resource speakers, panelists, and moderators;
 - 3. Ensure the high quality of videos and presentations that will be used during the event and apply the necessary editing/post-processing;
 - 4. Ensure that the CITEM-approved IFEX and FoodPHILIPPINES branding elements and guidelines and thematic concept are incorporated in the materials to be produced.
- E. Incorporate background music, as necessary and subject to the approval of CITEM. The Program Producer shall shoulder the necessary fees in the purchase of the background music, as needed;
- F. Facilitate and/or assist CITEM and the Chief Storyteller, as necessary, in the communication and coordination with the speakers, panelists, and moderators regarding technical rehearsals, and other event-related information;
- G. As applicable, represent the speakers, panelists, and moderator/s or host/s in scheduled meetings with the CITEM Project Team;
- H. Attend all necessary pre- and post-production meetings to agree on various production elements such as shot list, production design, props, logistics, etc.
- I. Ensure the attendance and work with CITEM/Project Team in the management of the speakers, panelists, and moderators during the event proper;
- J. Pay the necessary fees and/or honoraria to the speakers, panelists, and moderators, as applicable.

III. Period of Engagement and Timeline

The Program Producer and Coordinator shall be officially engaged upon receipt of the Notice of Award until 22 October 2021 with the following timeline:

SPECIFIC ACTIVITIES / DELIVERABLES	TARGET DATE OR WEEK	EST. BUDGET COST
Onboarding and coordination meeting with the IFEX Philippines Project Team and the Chief Storyteller	Upon Notice of Award – Sept 7	20%
Pre-Recording of the Speakers / Presenters	8-10 September 2021	30%
Submission of the initially edited and pre-recorded presentations	15 September 2021	
Submission of the second edited version of the pre-recorded presentations* (as necessary)	17-20 September 2021	40%
Technical Rehearsal	21-22 September 2021	
IFEX Digital Expo Proper	23-25 September 2021	
Submission of Terminal Report	5-8 October 2021	10%

IV. Qualifications and Technical Evaluation

For the qualitative evaluation, bidders will be assessed by the in-house TWG (Technical Working Group) based on the submission of the documentary requirements vis-à-vis criteria listed below:

Qualifications	Documentary Requirements	Points
Proof of at least five (5) years of experience in event planning, implementation and management. <i>More than 7 years: 20 points</i> <i>6 to 7 years: 15 points</i> <i>5 years: 10 points</i>	Company Profile	20
Experience in working and/or is currently working with at least two (2) government agencies and two (2) clients from the food industry within the past three (3) years; <i>Meets the above requirement: 25</i> <i>Below requirement: 15</i> <i>No experience working with government agencies or clients from creative sector: 0</i>	Company Portfolio with list of clients (with project names indicated) from both public and private sectors;	25
At least three live and/or pre-recorded digital events the company has produced within the last three years <i>More than 3 events: 25 points</i> <i>At least 2 to 3 events: 15 points</i>	List of names with dates of digital events and format (live/pre-recorded/mixed) the company has produced within the last 3 years	25
Significant influence and connections to key institutions and industry figures in the local and international Filipino creative community <i>Worked or working with 6 or more food and/or beverage manufacturers, personalities, and/or industry - 30</i> <i>Worked or working with 5 or less food and beverage manufacturers, personalities, and/or industry – 15</i>	List of past and current relationships / industry affiliations with key players and influential personalities in the local and international Filipino food community	30

CITEM shall conduct a procurement process, Small Value Procurement as the proposed mode, in accordance with RA 9184.

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. Budget and Schedule of Payment

Budget allocation is **NINE HUNDRED TWENTY THOUSAND PESOS (PHP 920,000)** inclusive of all applicable taxes with the schedule of payment as follows:

Milestone	Percentage
Upon submission of the complete and approved line-up of pre-recorded and onsite videos	50%
After submission of the post-event report	50%

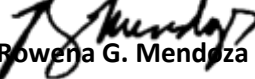
VI. Other Terms and Conditions

1. All content and original materials (raw and edited) produced in conjunction with this engagement shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
2. The produced videos must be submitted in .mp4 file and through an online file or folder. A portable hard drive/s, together with the Post-Event Report shall also be provided by the winning bidder at the end of the engagement.
3. All materials produced by the winning bidder should be original and aligned with CITEM's mandate.
4. The winning bidder 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.
5. CITEM reserves the right to make the necessary deductions and/or penalties from the total payment in the event of:
 - a. Inability of the Program Producer and Coordinator to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team;
 - b. Non-appearance of any of the speakers, moderators or panelists during the event;
 - i. In case of emergencies, a suitable replacement/proxy speaker may be recommended, subject to the approval of CITEM;
 - ii. Should the replacement/proxy speaker be approved by CITEM, no deductions/penalties shall be incurred.
 - c. Deductions/penalties shall be made according to the breakdown of the contract price provided by the Program Producer and Coordinator.


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