

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-2021-0123

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**SUBSCRIPTION OF AN ALL-IN-ONE ONLINE COMMUNICATIONS
PLATFORM FOR CITEM LOCAL EVENTS**
(Please see attached RFQ for more details)

Approved Budget for the Contract: PHP 950,000.00 or USD 18,000.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



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 (OVERSEAS PROCUREMENT)

Date: 17 November 2021

Company Name: _____

RFQ No.: 2021-0123

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.

Deadline of Submission of Quotation: <u>22 November 2021</u>	Time: <u>05:00PM</u>	
Schedule of Opening of Bids: <u>23 November 2021</u>	Time: <u>02:00PM</u>	Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p style="text-align: center;">SUBSCRIPTION OF AN ALL-IN-ONE ONLINE COMMUNICATIONS PLATFORM FOR CITEM LOCAL EVENTS <i>(Please see attached TOR for more details)</i></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 950,000.00 or USD 18,000.00</u></p> <p>Work Specification:</p> <ol style="list-style-type: none"> 1. The ability to allow CITEM to run unlimited events for a year. 2. Provision of at least 10 accounts for CITEM assigned staff. 3. Provision of online registration feature. 4. Allows customization of the event according to branding, logo, colors and buttons as preferred by CITEM. 5. Provision of the platform to stream webinars provided by the agency. 6. Provision of the platform to allow attendees to interact with other online visitors with tailored matching facilities per ticket type. 7. Provision of the platform to exhibit products and services of exhibitors. 8. Would allow video recordings of CITEM streamed webinars including immediate replay. 9. Could establish question and answer feature. 10. Could establish polls for audience. 11. Provision of data analytics regarding the event. 12. Could customize emails sent to attendees. 13. Could provide online technical support and a dedicated account manager for CITEM. 		

Terms and Conditions:

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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 (TOR)

SUBSCRIPTION OF AN ALL-IN-ONE ONLINE COMMUNICATIONS PLATFORM FOR CITEM LOCAL EVENTS

I. BACKGROUND

The Center for International Trade Expositions and Missions (CITEM), the export promotion arm of the Department of Trade and Industry (DTI), is mandated to promote the Philippines as a reliable source of quality export products and services as it leads Philippine companies in the global market through trade fairs, missions and other marketing initiatives. CITEM organizes professionally managed and locally held signature events as well as international trade fair participations in key cities worldwide.

Through their export-oriented events, CITEM has supported the livelihood of thousands of local micro, small and medium enterprises (MSMEs) through linkages with local designers, innovators, manufacturers and suppliers to create new products and showcase these to the global market in a professionally managed platform.

II. RATIONALE

CITEM is keen on strengthening its network with its stakeholders to better perform its function to promote local MSMEs for the global market and continue building the brand of the Philippines as a premier sourcing destination for quality export products and services. Towards this strategic direction, CITEM recognizes that the event landscape is forever changed by the limitations on mass gatherings for physical events, and that gearing up competencies for and executing digital events management is the way forward.

As CITEM continues to develop ways to be ahead of the digital sphere and adapt its services to keep up with the latest technology and trends, the agency fast tracked its digital transformation with the development of digital trade platforms, promotions websites and a series of digital events aimed at continually engaging stakeholders locally and abroad. Through these channels, CITEM is able to facilitate the promotions of Philippine products across the globe 24/7.

III. OBJECTIVES

1. To subscribe in an all-in-one online communications platform that would strengthen the online presence of CITEM in organizing interactive digital events across all its supported sectors.
2. To subscribe in an online event platform that would provide our stakeholders an avenue to exhibit their products, educate and learn from provided CITEM webinars, interact with trade buyers and communicate with relevant attendees.
3. To provide a platform for our stakeholders for continuous education in dealing and adapting in the new normal.



4. To use an events platform that is user-friendly, accessible through both mobile and desktop, and able to cope with the challenging connectivity issues in the country.

IV. PERIOD OF ENGAGEMENT

The subscription shall be for a period of one (1) year from December 15, 2021 – December 14, 2022

V. PLATFORM FEATURES

1. The ability to allow CITEM to run unlimited events for a year.
2. Provision of at least 10 accounts for CITEM assigned staff.
3. Provision of online registration feature.
4. Allows customization of the event according to branding, logo, colors and buttons as preferred by CITEM.
5. Provision of the platform to stream webinars provided by the agency.
6. Provision of the platform to allow attendees to interact with other online visitors, with tailored matching facilities per ticket type.
7. Provision of the platform to exhibit products and services of exhibitors.
8. Would allow video recordings of CITEM streamed webinars, including immediate replay
9. Could establish question and answer feature
10. Could establish polls for audience.
11. Provision of data analytics regarding the event.
12. Could customize emails sent to attendees.
13. Could provide online technical support and a dedicated account manager for CITEM.

VI. ESTIMATED BUDGET

The above expense shall be charged to the Institutional Promotions Corporate Communications (IPCORPOCM) and Digital Trade and Community Platform (DTCP) 2021 with a total budget allotment of Nine Hundred Fifty Thousand Pesos (P950,000.00)

VII. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is Nine Hundred Fifty Thousand Pesos (P950,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. 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.

Prepared by:

Noted by:


Katherine Apodaca
STIDS – EDD


Norman D. Bagulbagul
Chief - EDD

Recommending Approval:

Approved by:


Charles Aames Bautista
Department Manager, CCSD


Paulina Suaco-Juan
Executive Director

