

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-2021-0143P

**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 SSX CONFERENCE MANAGER AND VIDEO PRODUCER**

*(Please see attached Request for Quotation Form for more details.)*

Approved Budget for the Contract	: PHP 980,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 17 January 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 17 January 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 18 January 2022, 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](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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 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 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 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, bidders must 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. Online submission to the BAC Secretariat through email 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 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](mailto: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](mailto:citembac@citem.com.ph)

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: \_\_\_\_\_

Date: 13 January 2022

Company Name: \_\_\_\_\_

RFQ No.: 2021-0143P

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](mailto:citembac@citem.com.ph).

<b>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents:</b> <u>17 January 2022</u>	<b>Time:</b> <u>12:00PM</u>
<b>Schedule of Opening of Qualitative Evaluation Documents:</b> <u>17 January 2022</u>	<b>Time:</b> <u>12:00PM</u>
<b>Schedule of Opening of Eligibility Documents and Financial Bid:</b> <u>18 January 2022</u>	<b>Time:</b> <u>02:00PM</u> <b>Venue:</b> <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF THE SSX CONFERENCE MANAGER AND VIDEO PRODUCER</b></p> <p><i>Please see attached Term of Reference for more details.</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 980,000.00</u></b></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 SSX Conference Manager and Video Producer**

**I. Background and Rationale**

The Sustainability Solutions Exchange (SSX) is CITEM's new international trade platform that promotes sustainable products and solutions and drives businesses to transition towards green growth. In its maiden edition which will be held this 23-25 March 2022, via the Hopin Platform, the expo shall focus on sustainable solutions and products for our Philippine MSMEs in the food and lifestyle sector and will develop various digital components such as the Exhibition, Conference, Business Matching, and other special activities to maximize the promotions.

The Conference aims to raise awareness and understanding on sustainable consumption and production, facilitate engagement by discussing manufacturing challenges, and showcase best practices or opportunities that will propel SMEs toward green growth. The Conference aims to converge stakeholders from the public and private sector; creating a space where our Philippine MSMEs can come and learn, no matter their level of awareness or maturity on sustainability.

To ensure the logistical, technical, and digital requirements needed in staging the SSX Conference are seamlessly prepared and delivered, it is deemed necessary to engage the services of a Conference Manager/Coordinator and Producer. 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 complimentary manpower necessary to mount the SSX Conference given the number of speakers, magnitude, and, more importantly in this digital space or platform alongside the preparation, implementation and monitoring of the requirements for a digital expo and business matching.

Thus, the SSX Conference Manager and Video Producer shall support CITEM in securing the availability of the specific authorities and key figures/personalities in the sustainability industry and producing an engaging and impactful digital Conference. 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 SSX Conference to be produced by the said service provider.

**II. Scope of Work and Deliverables**

**A. Coordination and Management of Speakers / Partners**

1. Submit to CITEM the names of their manpower who will be directly assigned to the project during the onboarding / coordination meeting to cover the overall conference management, speaker coordination, presentation enhancement, chat support writing, etc.
2. Implement all decisions, directions, and/or updates of the CITEM Project Team, in coordination with its hired Program/Sustainability Director, concerning the conference program, speaker/moderator/presenter requirements and participation, schedule or timeline of preparation and implementation
3. Facilitate and/or assist the CITEM Project Team, in coordination with its hired Program/Sustainability Director and other relevant third party suppliers, in the coordination of the Keynote presenters, panelists, moderators, and/or speakers which may include but not limited to:
  - a. Follow-ups and/or confirmation of invitations (as necessary) to the 50-60 target keynote presenters, panelists, moderators, and/or speakers
  - b. Sending out of necessary materials, briefs, advisories, reminders, etc.
  - c. Confirming and/or ensuring availability and readiness of speakers/ panelists/ moderators/ presenters for production meetings, rehearsals, pre-recordings, technical meetings, press or promo schedules, live discussion, etc. As applicable, represent the speakers, panelists, and moderator/s or host/s in scheduled pre-production or coordination meetings with the CITEM Project Team
  - d. Facilitation and/or support during meetings on topic or segment briefing, production, pre-recording, technical requirements, production proper, etc. as necessary

Submission of speaker requirements such as press photo, brief profile, presentation materials, feedback surveys, based on the inputs/ instructions of the CITEM Project Team

4. Ensure compatibility and compliance with the prescribed file size, type, and/or dimensions of all the materials from the speakers. Ensure all documents are updated, organized, and accessible by all parties without sacrificing its quality or integrity
5. Provide updates on the status of engagement with the speakers, moderators, as may be required by the CITEM Project Team and/or its hired Program/Sustainability Director
6. Submit reports (Post Event, minutes, highlights, etc.) and/or documentation of various engagements for submission and/or as required by CITEM
7. Generate a database that will consist of all the contacts from the coordination and management with the speaker/moderator/presenter/partner and/or their designated representatives and ensure said database is organized and consolidated according to CITEM's guidelines
8. Closely work with the CITEM Project Team and hired or engaged third party suppliers and/or service providers (such as but not limited to the ff: Program/Sustainability Director, Digital Production Team, etc.)

**B. Production of Conference Videos, Collaterals, and/or Presentations**

1. Produce and edit/post-process, according to CITEM Guidelines and instructions, the following programs/segments with the target speaker/partner or their designated representative for pre-recording (duration, and speakers/moderators subject to modifications):

PROGRAM	FOCUS / ROLE	TARGET SPEAKER / PARTNER OR THEIR DESIGNATED REPRESENTATIVE	EST. DURATION
<b>DAY 1: PLENARY</b>			
<b>Est Total of Pre-Recorded Videos for Day 1: 15</b>			
Opening Ceremony	Opening Remarks	Executive Director Pauline Suaco-Juan, CITEM	3-6 mins
	Opening Message	Undersecretary Abdulgani M. Macatoman, Trade Promotions Group, DTI	3-6 mins
	Welcome Remarks	Secretary Ramon. M. Lopez, DTI	3-6 mins
Keeping Up with the Global Sustainability Agenda	Key Presentation	Dr. Selva Ramachandran, Resident Representative, United Nations Development Programme (UNDP) in the Philippines or designated representative	8-12 mins
The State of Sustainability in the Philippines	Key Presentation	Deputy Speaker Loren Legarda or designated representative	15-23 mins
How the Philippines is Addressing Sustainability and What Does This Mean for Business	Key Panel Presenter	Senator Pia Cayetano, Chairperson, Senate Committee on Sustainable Development Goals	3-6 mins
	Sprint Presentation	Undersecretary Mercedita A. Sombilla, Regional Development Group, NEDA (National Economic and Development Authority)	30-45 mins
		Assistant Secretary Ann Claire C. Cabochan, Consumer Protection Group, DTI (Department of Trade and Industry)	
		Director William P. Cuñado, Environmental Management Bureau, DENR (Department of Environment and Natural Resources)	
		Director Annabelle V. Briones, Industrial Technology Development Institute (ITDI), DOST (Department of Science and Technology)	
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Executive Director Bonar Laureto, Business for Sustainable Development		
	Key Panel Presenter	Ms. Kati Hannele Tanninen, Representative in the Philippines, Food and Agriculture Organization	3-6 mins

Road to Circular Food: Opportunities and Challenges	Sprint Presentation	MS. KATI HANNELE TANNINEN, Representative in the Philippines, Food and Agriculture Organization	30-45 mins
		MR. KELLY BIRD, Country Director, Asian Development Bank – Philippine Country Office (ADB PhCO)	
		Cherrie Atilano, Founding Farmer, CEO and President of AGREA Agricultural Systems International	
	World Wildlife Fund Philippines		
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Marianna L. Vargas-Morada, Manager, Partnerships, Oscar M. Lopez Center (OML)		
Rethink Design for Responsible Consumption and Production	Sprint Presentation	IDEO	5-10 mins
		COUNTRY DIRECTOR PILAR ARAMAYO-PRUDENCIO, British Council in the Philippines	5-10 mins
		MS. NINA MIRABUENO OPIDA AND MR. JOSEF WERKER, Co-Founders, Humble Sustainability	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: EXECUTIVE DIRECTOR VAL AMIEL VESTIL, Association of Young Environmental Journalists (AYEJ) / ATTY. ANTONIO LAVINA, Dean, Ateneo School of Government	
The Role of Business in Shifting to Circular Economy	Keynote Presentation	World Economic Forum	20-30 mins
	In Conversation	Keynote Presenter Interview with Atom Araullo	20-30 mins
<b>DAY 2: FOOD</b> <b>Est Total of Pre-Recorded Videos for Day 2: 18</b>			
SUSTAINABILITY TRENDS FOR THE FUTURE OF FOOD	Opening Remarks	Undersecretary Ruth Castelo, Consumer Protection Group, DTI	5-10 mins
	Key Panel Presenter	Country Director Brenda Barton, World Food Programme	5-10 mins
	Sprint Presentation	UPLB Food Institute	5-10 mins
		Tobi Tamayo	5-10 mins
		Informa Insights	5-10 mins
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Mr. Juhern Kim, Country Representative, Global Green Growth Institute		
FOOD ORIGINS AND ECOLOGICAL BALANCE	Sprint Presentation	Reynaldo “Datu Makadingding” Gil G. Lomarda, Greenminds	5-10 mins
		Hon. Elcid C. Pangilinan, Head of the Strategy and Knowledge Management Group, Land Bank of the Philippines	5-10 mins
		Mindanao Development Authority (MinDA)	5-10 mins
		Mr. Ramon Uy, Fresh Start Organics	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Charlene Tan, Founder, Good Food Community	
BEHIND THE FOOD WE EAT	Sprint Presentation	Mr. Virgilio Co, President, Manly Plastics Inc.	5-10 mins
		OCCP-CERES / ECOCERT / NICERT	5-10 mins
		UNIDO (Cold Chain)	5-10 mins
		Next-Level Farm / Representative from the Water Industry	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: MS. PACITA “CHIT” JUAN, Founder and Owner, ECHOStore Sustainable, Lifestyle	
LEARN FROM MILAN, CHAMPION	Keynote Presentation	Filippo Gavazzeni, Milan Urban Food Policy Pact	20-30 mins
	In Conversation	Keynote Presenter Interview with Nazrin Castro, Manager, The Climate Reality Project	20-30 mins

OF CIRCULAR FOOD SYSTEM			
<b>DAY 3: FOOD</b>			
<b>Est Total of Pre-Recorded Videos for Day 3: 19</b>			
NEW AGE OF GOODS AND PRODUCTS FOR CONSCIOUS CONSUMERS	Opening Remarks	Executive Director Rhea Matute, Design Center of the Philippines (DCP)	5-10 mins
	Key Panel Presenter	Whitney Bauck, Award-winning Sustainability Journalist	5-10 mins
	Sprint Presentation	IKEA	5-10 mins
		Philippine Textile Research Institute	5-10 mins
		Kids for Kids	5-10 mins
Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Bianca Gonzales	20-30 mins	
DOING BUSINESS IN AN ETHICAL WORLD	Sprint Presentation	PCEPSDI	5-10 mins
		PHILGBC	5-10 mins
		Pete Delantar, Nature's Legacy	5-10 mins
		BAYO	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Reese Fernandez-Ruiz, Founding Partner of Rags2Riches	15-20 mins
CIRCULAR MATERIAL AND RESPONSIBLE INNOVATION	Sprint Presentation	BUREO, FISHNETS / SAITEX	5-10 mins
		AIR INK	5-10 mins
		PIDC	5-10 mins
		CHOP VALUE	5-10 mins
	Panel Discussion	Matthew "Chuck" Lazaro, Vice President, Asia Textile Mills, Inc. (ASIATEX)	5-10 mins
	Panel Discussion	Sprint Presentation Speakers for the said program Moderator: Executive Director Rhea Matute, Design Center of the Philippines (DCP)	15-20 mins
KEYNOTE PRESENTATION ON FASHION AND LIFESTYLE	Keynote Presentation	Resource Speaker from an international brand or organization that champions sustainability in the fashion or lifestyle sector	20-30 mins
	In Conversation	Keynote Presenter Interview with Pam Quinones	20-30 mins

*Kindly note that the above program and speaker line-up are provisional and subject to adjustments based on the speaker confirmation and project updates/direction by the CITEM Management.*

2. In coordination with and subject to the final approval of CITEM, produce and/or edit existing videos and/or presentation materials from CITEM and/or the said speakers, panelists, and moderators prior to the SSX proper dates:
  - a. Conduct online and offline production or edits of explainer video/s, videos for transition or loop, frames, motion graphics, and the like
  - b. Assist in the preparation and/or post-processing of the presentation materials of the speakers and/or CITEM, as necessary, which may include enhancement of pre-recorded video presentations, speaker profiles and photos, advanced copy of slides, and other resource materials
  - c. Ensure the appropriateness of content that will be used in presentation materials and videos from the resource speakers, panelists, and moderators
  - d. Ensure quality of videos and presentations that will be used during the event and apply the necessary editing/post-processing
  - e. Ensure that the CITEM-approved SSX branding elements, guidelines, and thematic concept are incorporated in the materials to be produced

3. Edit or adjust the videos edited or produced according to CITEM's, in coordination with its hired Program/Sustainability Director, direction or instruction
  - a. Set-up an online working contact / tracking sheet as repository of all comments or instructions following the format to be described by CITEM's project team
  - b. Ensure compliance with deadlines for online, offline, and final pass or submission for every phase of the deliverable and as may be required by the CITEM Project Team
4. Set-up a cloud storage as repository for all collaterals for submissions, revisions, and viewing in the duration of the project
  - a. Final submissions should follow this export setting:
    - i. Format: H.264
    - ii. Resolution: FHD 1920x1080
    - iii. Frame Rate: 24
    - iv. File Nam: CITEM\_SXX\_(Segment Name)
  - b. Ensure inclusion of the raw and edited files when submitting the physical /external hard drive
5. Incorporate background music as necessary and subject to the approval of CITEM. The hired service provider shall shoulder the necessary fees in the purchase of the background music, as needed
6. Attend all necessary pre- and post-production meetings to agree on various production elements such as shot list, frame or transition script or guidelines, production design, props, logistics, etc.
7. Work closely and ensure compliance with the branding guidelines and overall direction of CITEM's Project Team from the Operations Group and Marketing and Promotion Team and its relevant hired third party suppliers or service providers (such as but not limited to the ff: Program/Sustainability Director, Digital Production Team, etc.)

**C. Assistance on Publicity and Promotions**

1. As necessary, facilitate / assist in the preparation, packaging, and arrangement for the on-time delivery of official invitation letters and/or communications to government agencies and instrumentalities, exhibitors and trade visitors, relevant professional government and non-government organizations and industry associations, academe, among others through email to promote attendance in SSX
2. Assist CITEM in preparing onsite engagement materials such as chat support script, push notifications/announcements, etc.
3. Work closely and ensure compliance with the branding guidelines and overall direction of CITEM's Project Team from the Operations Group and Marketing and Promotion Team

**III. Period of Engagement and Timeline**

The SSX Conference Manager/Coordinator and Producer shall be officially engaged upon receipt of the Notice of Award until May 2022 with the following timeline:

SPECIFIC ACTIVITIES	TARGET DATE OR WEEK	BUDGET PERCENTAGE
Onboarding and coordination meeting with the SSX Project Team, the SSX Program Director, and/or other hired service providers involved in the production	Upon Notice of Award – 28 December 2021	15%
Pre-Production Meetings with Speakers/ Panelists/ Moderators	Upon speaker's confirmation – 7 January 2022	
Pre-Recording of the Speakers / Presenters with Aggregated Submission of Edited and Pre-Recorded Presentations/Videos	10 January – 11 February 2022	35%
Post-Processing of Videos and Other Materials	14 February – 28 February 2022	35%
Submission of the Post-Processed Videos and Interlock Presentation (Initial presentation and streaming)	1-3 March 2022	

Internal Streaming of Videos	4-18 March 2022	10%
SSX Digital Conference Proper	23-25 March 2022	5%
Submission of Terminal Report and Other Materials	Until 20 May 2022	

The above activities/deliverables and corresponding timeline will serve as guide and will be subject to constant review and monitoring of the delivery of the service and, if necessary, revisions. All revisions on the timeline will be considered final upon approval of the SSX Project Director and/or Head of the Agency, whichever is applicable.

#### 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
<i>Proof of at least five (5) years of experience in event planning, implementation and management. More than 7 years: 20 points 6 to 7 years: 15 points 5 years: 10 points</i>	Company Profile	20
<i>Experience in working and/or is currently working with at least two (2) government agencies and/or two (2) clients from the food, lifestyle, and/or sustainability sector within the past three (3) years: Meets the above requirement: 25 Below requirement: 15 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
<i>At least 10 live and/or pre-recorded digital events the company has produced within the last three years More than 10 digital events: 40 points At least 10 digital events: 30 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	40
<i>Significant influence and connections to key institutions and industry figures in the local and international Filipino food, lifestyle, and/or sustainability community Worked or working with 6 or more personalities, organizations, agencies, individuals from the food, lifestyle, and/or sustainability in the Philippines and/or abroad- 15 Worked or working with 5 or less personalities, organizations, agencies, individuals from the food, lifestyle, and/or sustainability in the Philippines and/or abroad - 10</i>	List of past and current relationships / industry affiliations with key players and influential personalities in the local and international Filipino food community	15

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.

In accordance with R.A. 9184, the hiring of the Prog Conference Manager/Coordinator and Producer shall be conducted through Small Value Procurement.



**V. Budget and Schedule of Payment, Equitable Payment**

Budget allocation is **NINE HUNDRED EIGHTY THOUSAND PESOS (PHP 980,000)** inclusive of all applicable taxes with the schedule of payment as follows:

Milestone	Percentage
After the submission of the complete and approved line-up of pre-recorded videos	50%
After submission of the post-event report and the external hard drive complete with the raw and edited video files and other materials or requirements delivered	50%

Equitable Payment

The SSX Conference Manager and Video Producer to be engaged shall be given corresponding equitable payment of the total awarded amount should the number of speakers/ moderators/ presenters from the approved and most updated program be decreased due to non-availability or non-confirmation of the speakers for the pre-recording or due to a change in the format of the program or activity or segment as decided by the CITEM Management:

PARTICULARS – PRODUCTION OF	PAYMENT
More than 40 videos	100% of Total Contract Amount
30-39 videos	70% of Total Contract
20-29 videos	50% of Total Contract
10-19 videos	30% of Total Contract
1-9 videos	15% of Total Contract



**VI. Other Terms and Conditions**

1. All content and materials 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. All materials produced by the winning bidder should be original and aligned with CITEM’s mandate.
3. 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.
4. CITEM reserves the right to make the necessary deductions and/or penalties from the total payment:
  - a. Deductions shall be made according to the breakdown of equitable payment and the budget percentage per specific activity or deliverable as stated above.
  - b. Additional 3% deduction will be applied per late and/or unsatisfactory deliverable or service. Should the supplier remedy or adjust any unsatisfactory, partial or initial deliverable or service within the prescribed timeline, said additional 3% deduction will be waived.
  - c. Inability of the SSX Conference Manager to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team
  - d. In case of emergencies (health reasons or force majeure), they shall only be paid the equitable value of services rendered and/or deliverables produced and submitted. A suitable replacement/proxy speaker may be recommended, subject to the approval of CITEM. Should the replacement/proxy speaker be approved by CITEM and attend the prescribed schedules, no deductions/penalties shall be incurred.


Prepared by:

  
**RIANNA ELAINE**  
**CUSTODIO**  
 TIDS, OG2-SE

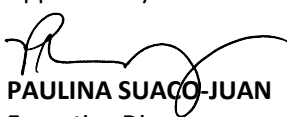
Noted by:

  
**ROWENA G. MENDOZA**  
 OIC-DM, Operations Group 2  


Recommending Approval:

  
**MA. LOURDES D. MEDIRAN**  
 Deputy Executive Director

Approved by:

  
**PAULINA SUACO-JUAN**  
 Executive Director