

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-2021-0151P

**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 SUSTAINABILITY ASSURANCE DIRECTOR FOR SSX (SUSTAINABILITY SOLUTIONS EXCHANGE)**

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

Approved Budget for the Contract	: PHP 600,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 07 February 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 07 February 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 08 February 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)*

- 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.*
- 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.*
- Latest Income/Business Tax Return**
- 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.*
- 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)*

- **Resume / Curriculum Vitae (CV) indicating the following:**
  - Proof of professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like.**
  - Proof of experience with international organizations or foundations to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like**
  - Proof of active or present involvements or affiliations with organizations or companies for the causes mentioned in Terms of Reference like for the benefit of start-ups/ business enterprises/ organizations/ individuals**
- **Screenshot or link or photocopy of Proof of features in local and/or international media outlets in the last five years for participation in projects or programs relevant to the causes mentioned in Terms of Reference**
- **Certificate/s or Letters of Recognition Received relevant to projects or programs mentioned in Terms of Reference**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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: 03 February 2022

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

RFQ No.: 2021-0151P

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>07 February 2022</u>	<b>Time:</b> <u>12:00PM</u>
<b>Schedule of Opening of Qualitative Evaluation Documents:</b> <u>07 February 2022</u>	<b>Time:</b> <u>12:00PM</u>
<b>Schedule of Opening of Eligibility Documents and Financial Bid:</b> <u>08 February 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 align="center"><b>HIRING OF THE SUSTAINABILITY ASSURANCE DIRECTOR FOR SSX (SUSTAINABILITY SOLUTIONS EXCHANGE)</b></p> <p align="center"><i>Please see attached Term of Reference for more details.</i></p> <p align="center"><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 600,000.00</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 Sustainability Assurance Director for SSX (Sustainability Solutions Exchange)

### **I. Background and Rationale**

Upon careful assessment of the CITEM management with respect to the readiness of the food and lifestyle MSMEs given the impact of the prolonged and ongoing community quarantine to their operations and finances, the staging of the maiden and digital edition of SSX is moved to 23-25 March 2022 via Hopin. Further and to holistically capture the objectives of both the website to be launched this 2021 and the Expo to be held in 2022, **SSX** shall now stand for the **Sustainability Solutions Exchange**. In its initial stage, SSX website **sustainability.ph** shall serve as a resource and content aggregator from established agencies and organizations. The objective is to build a community that nurtures Philippine companies, breed ideas, and promote solutions for Philippine companies towards sustainability. Meanwhile, the Expo shall feature various solution providers, stage a 3-day Conference, and undertake business matching activities for the food and lifestyle MSMEs.

Despite the movement of the maiden edition of SSX to March 2022, preparations are ongoing and gaining momentum following the approval of the program direction on the exhibition, conference, partnerships, and the marketing and communications. With the official conclusion of the services of the SSX Program Director last October 2021, it is deemed necessary to engage a Sustainability Assurance Director for SSX who will ensure that the relevant principles and practices of sustainability are properly applied and implemented in various components and processes of the Expo and website that will meet the objectives and targets of the project as decided by CITEM.

Given the technicality and complexity of the concept behind SSX and the challenge to further impart its urgency and application among the stakeholders, engaging the services of the Sustainability Assurance Director is deemed necessary. While CITEM's Operations Group and Creative and Communication Services Department are experienced project managers and communicators together with the program direction laid down by the SSX Program Director, CITEM needs the support in ensuring that the messaging and approach/implementation are aligned, and partners are credible and relevant to mount a show on sustainability of this magnitude. The Sustainability Assurance Director shall support CITEM in ensuring the technicalities and intricacies of the concepts and practices behind sustainability are applied and practiced in the components and execution of the show.

### **II. Objectives for the Hiring**

- A. Guarantee the alignment and relevance of the components to be staged, partners to be engaged, and concepts or content to be communicated with respect to the approved program direction, concepts, and practices of a sustainable business
- B. Work closely with the inhouse and outsourced producers/suppliers to align them with the concepts and practices of sustainability and the approved program direction

### **III. Scope of Work**

- A. Data Storytelling
  1. Generate at least three data stories on Food, Lifestyle, and Advanced Solutions & Advocates to support the narrative or program direction of SSX complete with the list of sources or references
  2. Present said data stories via the Google Data Studio and provide the overview of each data story
  3. Engage and coordinate with various credible/reputable partners for data sourcing, validation, and preparation
  4. Provide CITEM with updates or, as necessary, reports on the status of the data storytelling

- B. Exhibition
  1. Prepare a Sustainability Toolkit for MSMEs which will outline the background of the SDGs, the state of sustainability in the Philippines, and the rationale for the food and lifestyle MSMEs to go green, among others. The aim of this toolkit is to ensure that the exhibitors are aligned with CITEM on the facts relevant to sustainability and can understand the necessity of going green
  2. As necessary, recommend possible additional exhibitors subject to the review of the TWG (Technical Working Group)
  
- C. Conference and Partnerships
  1. Recommend substitute or alternative speakers, presenters, and/or moderators should the initially selected officials or organizations decline their participation in the Conference
  2. Coordinate closely with the hired Conference Manager in the preparation of the speakers' briefing kit, script and/or presentations. Review the Conference Script and, as necessary/applicable, the other Conference materials or collaterals (pre-recorded videos, video loops and transitions, etc., chat support script, etc.) to be produced by CITEM and/or its hired suppliers.
  3. Prepare the guide questions or discussion points of the speakers and moderators in accordance with the approved program direction and relevant to the Philippine food and lifestyle MSMEs
  
- D. Creative and Communications
  1. Together with the SSX Project Director and Team, guarantee the consistent translation of the approved program direction in all the critical creative components of the event (promotional materials for social media, print, and digital platforms and event experience)
  2. As necessary, portray the role of a Brand Ambassador by participating in PR activities such as media interviews, briefing or promotional events, and the like
  
- E. Others
  1. Whenever required, attend speaker briefings, rehearsals, and/or production-related meetings
  2. Review and validate the partners to be engaged by CITEM and their content that will be published in connection with SSX with respect to its relevance to the Philippine food and lifestyle MSMEs and claim/s to sustainability
  3. Research and recommend content, programs, and activities to further enhance the promotion of SSX and its features/components, but must be in consideration of timeline and budget
  4. Together with the Project Team, ensure alignment of the program direction with the website and event collaterals, messaging, and experience with the Philippine food and lifestyle MSMEs

#### **IV. Qualifications and Technical Evaluation**

The individual must:

1. Be Philippine-based.
2. Actively or presently involved or affiliated, (named as country representative, is preferred) with local and/or international notable organizations or companies such as the World Economic Forum, Ellen MacArthur Foundation, and the like to lead/mobilize/develop projects or programs on sustainable products and/or services, environmental awareness, circular economy, and the like for the benefit of start-ups/business enterprises/organizations/ individuals.
3. Have a minimum of three (3) professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like.
4. Have worked with international organizations or foundations in the last five (5) years to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like.
5. Have been featured in local and/or international media outlets in the last five years for participation in projects or programs relevant to the above-mentioned causes.
6. Have received awards or recognition relevant to projects or programs for the mentioned causes.

Qualifications	Documentary Requirements	Points
Proof of professional leadership experience with a public or private entity relevant to sustainable products and/or services, environmental awareness, circular economy, and the like. <i>6 and above years: 25 points</i> <i>3 to 5 years: 15 points</i>	Resume / Curriculum Vitae (CV)	25 POINTS
Proof of experience with international organizations or foundations to lead/mobilize local and/or international projects or programs relevant to circular economy, sustainability, environmental awareness, and the like. <i>More than 3: 25 points</i> <i>2 organizations: 15 points</i> <i>1 organization: 5 points</i>		25 POINTS
Proof of active or present involvements or affiliations with organizations or companies for the above-mentioned causes like for the benefit of start-ups/ business enterprises/ organizations/ individuals <i>2 or more organizations: 15 points</i> <i>1 organization: 10 points</i> <b>Additional 5 Points: If bidder is named as country representative</b>		20 POINTS
Proof of features in local and/or international media outlets in the last five years for participation in projects or programs relevant to the above-mentioned causes <i>2 or more local/international media outlet features: 10 points</i> <i>1 local/international media outlet features: 5 points</i>	Screenshot or link or photocopy of said feature/s	10 POINTS
Proof of awards or recognitions relevant to projects or programs for the above-mentioned causes <i>2 or more awards/recognitions: 20 points</i> <i>1 award/recognition: 10 points</i>	Certificate/s or Letters of Recognition Received	20 POINTS

In accordance with R.A. 9184, the hiring of the SSX Conference Video Producer shall be conducted through Small Value Procurement.

A Technical Working Group will be created to screen and evaluate the prospective bidders. The company or individual who complies with the CITEM- Bids and Awards Committee eligibility requirements and reaches the cut-off score of 85% shall proceed with the opening of financial bid.

#### V. Period of Engagement

The Sustainability Assurance Director shall be engaged upon issuance of the Notice of Award until April 2022.

ACTIVITY	TARGET DATE OR WEEK	BUDGET PERCENTAGE
Onboarding and alignment meeting with the SSX Project Team	Upon Notice of Award – 28 December 2021	-
Submission of Initial Data Stories and Overview	Until 28 December 2022	10%
Assist the SSX Conference Team in the preparation of the speaker briefing kit or presentations and Onboarding/Briefing with Exhibitors, and Pre-	Until 17 January 2022	20%

Production Meetings with Speakers/ Panelists/ Moderators		
Preparation and Submission of the Sustainability Toolkit for MSMEs	3-21 January 2022	20%
Review and validate the partners to be engaged by CITEM and their content that will be published in connection with SSX with respect to its relevance to the Philippine food and lifestyle MSMEs and claim/s to sustainability	9 February 2022	15%
Technical Rehearsals and Simulation of the Platform	4-18 March 2022	20%
SSX Proper	23-25 March 2022	10%
Submission of Report and Other Materials	8 April 2022	5%

The above activities 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.

#### VI. Budget and Schedule of Payment

Budget allocation is SIX HUNDRED THOUSAND PESOS (PHP 600,000) only, inclusive of taxes and other applicable charges and will be sourced from the SSX 2021 Budget.

#### Schedule of Payment:

Milestone	Total Amount
After the following: - Approval of the Data Stories and Overview - Approval of the Sustainability Toolkit for MSMEs - Approval / Finalization of the Discussion Points / Guide Questions for the Conference Speakers and Moderators	50%
After the conclusion of the SSX Proper and submission of the final report outlining the services undertaken and/or deliverables submitted per SSX Component (Exhibit, Conference, Creative and Communications, and Others) and recommendations	50%

#### VII. 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. The Sustainability Assurance Director can cite this engagement for portfolio purposes.
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:
  - a. Deductions shall be made according to the equitable value per activity or deliverable as stated above. Should CITEM deem the services of the supplier unsatisfactory, or the supplier violates any of the agreed upon terms anytime within the duration of the contract, the supplier shall only receive 80% of the equitable value of each unsatisfactory activity or deliverable produced or undertaken.

- b. Should the supplier remedy or adjust any unsatisfactory, partial or initial deliverable or service within the prescribed timeline, said deduction will be waived.
  - c. In case of emergencies (health reasons or force majeure), they shall only be paid the equitable value of services rendered or deliverables submitted.
6. CITEM shall inform the supplier of any changes or adjustments in the program, schedule / timeline, and other pertinent updates affecting the project.

Prepared by:

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

Recommending Approval:

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

Noted by:

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

Approved by:

  
**PAULINA SUACO-JUAN**  
Executive Director