

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-2023-0112-R1

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 FASHION SHOW MANAGEMENT TEAM FOR MANILA FAME 2023 SPECIAL EVENTS

(Please see attached Request for Quotation Form and Terms of Reference for detailed requirement and scope of work)

Approved Budget for the Contract	:	PHP 700,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	:	03 October 2023, 5:00PM
Opening of Qualitative Evaluation Documents	:	03 October 2023, 5:00PM
Opening of Eligibility Documents and Financial Bid	:	05 October 2023, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links. The link will be released on the actual day of the procurement activity.

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 provided that the renewed permit shall be submitted before the award of the contract.
- 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**
- 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 / 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 or individual profile indicating number of years in the industries of creative and/or project direction, event curation, and creative consultancy;**
- List of Manpower Team;**
- List of clients and projects broken down into government agencies and private sector projects with the past 10 years;**
- Concept proposal**

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. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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

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: 28 September 2023

RFQ No.: 2023-0112-R1

Company Name: _____

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, Qualitative Evaluation Documents: 03 October 2023	Time: 5:00PM
Schedule of Opening of Qualitative Evaluation Documents: 03 October 2023	Time: 5:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 05 October 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p align="center">HIRING OF FASHION SHOW MANAGEMENT TEAM FOR MANILA FAME 2023 SPECIAL EVENTS</p> <p align="center"><i>(Please see attached Terms of Reference for detailed requirements and scope of work)</i></p> <p align="center"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 700,000.00</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
Fashion Show Management Team for Manila FAME 2023 Special Event

I. BACKGROUND AND RATIONALE

The Center for International Trade Expositions and Missions (CITEM) is the export promotion arm of the Philippine Department of Trade and Industry (DTI). CITEM is committed to developing, nurturing, and promoting globally competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers by implementing an Integrated Approach to Export Marketing in partnership with other government and private entities. For three decades, CITEM has established the country's image as the premier destination for quality export products and services. It continues to set the highest standards of creativity, excellence, and innovation to achieve export competitiveness in the international market.

For decades, the **Center for International Trade Expositions and Missions (CITEM)**, as the DTI's export promotion arm of the government, has poured in considerable effort and modest achievements to banner our products and services to the world market given its limited resources. One of our signature events, the **Manila FAME**, the Philippines' premier trade show for quality home, fashion, and lifestyle products is celebrating its **40th "Ruby" anniversary** and its return onsite after three years since the pandemic, on 19-21 October 2023.

In line with this, **we are staging the Manila FAME's "Pagsibol: A Gala Night Celebrating Filipino Design Excellence"** with **First Lady Liza Araneta Marcos as our invited Guest of Honor and Keynote Speaker**. This will be a gathering of members of the diplomatic corps, government officials, businessmen, and international buyers and exhibitors on 19 October 2023 at 6:00 PM.

The event is set to honor this year's best in Philippine design through KATHA Awards in the home, fashion, and lifestyle sectors. However, a highlight of this special event is a fashion show celebrating the fabled Manila Carnival Queens of 1900s and the reimagination of the "Bagong Anyo" showcasing the creativity of our local designers using local textiles and indigenous materials.

We need a Fashion Management Team contractor which specializes in handling fashion shows and pageants to provide show direction for this special event. CITEM needs experts in the industry who can ensure the success of intended fashion show component of the special event by creating the show flow proper and ensuring seamless management of the show. They will also oversee the coordination with the designers for the outfits/gowns and accessories that will be showcased during the special event.

II. QUALIFICATIONS

- Must be a company in the Philippines which specializes in production and execution of live events especially fashion shows and pageants.
- Must be in operations for at least than **20** years.
- Must have an extensive clientele base that includes local and foreign retail brands, designer fashion labels, hotel and mall chains, mobile and electronic brands, corporations, and government institutions.
- Must have an end-to-end manpower team which includes a Director, Scriptwriter, Lighting Designer, Production manager, Production Coordinator, Production Assistants, Spinner, Voice-over, models and hair and make-up artists who will ensure a smooth events management production that will include conceptualization, pre-production planning,

organization of suppliers, backstage coordination and management, live event direction and execution among others.

III. SCOPE OF WORK and REQUIREMENTS

The Fashion Show Management Team shall:

1. Conceptualize and design the program and content for the fashion show event, with details as follows:
 - Creative/Content direction:
Develop the overall creative direction and show conceptualization following the general theme of Pagsibol: A Gala Night Celebrating Filipino **Design Excellence**. To ensure a holistic approach in presenting the Pagsibol components: Carnival Queen and the Bagong Anyo, (e.g. incorporation of local fabrics/ fashion in the costumes, incorporation/ fusion of local dances in the dance presentations, etc.).
2. Oversee program and content of the fashion show component of the special event:
 - Manage and coordinate the show production, program flow, artistic content and direction of the event. Coordinate with prospective performers and other key players of the show proper to ensure the success of the event. Coordinate with technical director for the ingress and show proper;
3. Draft spiels for the Pagsibol: Carnival Queen and Bagong Anyo show component; Prepare the script/walkthrough and detailed program scenario based on the over-all concept as approved by CITEM.
4. Provide an end-to-end manpower team which includes the various teams:

Fashion Show Management Team

- Director
The Director is in charge of executing final show program.
- Scriptwriter
Scriptwriter prepares the script of the whole show.
- Lighting Designer
Lighting designer plans and executes lighting design for the show.
- Production manager
Production Manager ensures all items provided by Director in place on the day of the show.
- Production Coordinators and Assistants
Production Coordinators and Assistants work with the director to ensure all cast members are in place for their portions.
- Spinner
The spinner executes the canned music for the show.
- Voice-over
Voice over talent announces spiels part of the script that is not announced by the host.

Professional Models

25 models

Hair and Make-up stylists

HMU stylists for 25 models

Submit an initial manpower list that would include the names of members of the fashion show management team, (provide number of pax of hair and make-up artists) that will be assigned onsite during the event.

5. Arrange for and shoulder their team and traveling expenses (air fare [when applicable] / land transfers, accommodation, meals), logistical expenses (shipment, rentals, etc.) and all necessary permits needed for the implementation of the program.
6. Coordinate to CITEM a list of the items/materials that is required to be brought by another production outfit for the venue enhancements.
7. Oversee, coordinate, and execute rehearsals of the whole show. Rehearsals will be done within the day of the event.
8. Must provide a progress report (which includes 1) final end-to-end manpower list that would include the names of members of the fashion management team, hair and make-up artist, professional models who will be assigned onsite during the event.
9. Must conduct a casting-call of professional models to be approved by the CITEM team.
10. Must provide a post-activity report to CITEM and attend the debriefing with Manila FAME Special Events Team and CITEM Management.

IV. PERIOD OF ENGAGEMENT

The Fashion Show Management Team shall be contracted from the issuance and signing of job order, whichever comes later until the November 10, 2023.

V. EVALUATION AND SELECTION

- 1) Only contractors complying with the qualification requirements specified on Item II (Qualifications) shall be reviewed and evaluated. Said prospective bidders shall be required to submit their eligibility requirements to BAC.
- 2) Those who pass eligibility requirements shall proceed to screening by a Technical Working Committee, based on the following selection criteria:

Technical Specification

Interested bidder/s should undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least 80 points will proceed to financial bid. All technical and financial bid requirements must be submitted at the same time. Contract shall be awarded to the lowest calculated and responsive bidder.

QUALIFICATIONS	POINTS
The company should have at least 20 years relevant experience in the Philippines in production and execution of live events which specializes on fashion shows, press junkets, pageants, and corporate launches.	30
Above 30 years – 30 points	
26 – 30 years – 25 points	

20-25 years – 20 points Less than 20 years – 0 points	
The company must provide end-to-end manpower team which include a Fashion Team (includes Creative Director, Scriptwriter, Lighting Designer, Production manager, Production Coordinator, Production Assistants, Spinner, Voice-over; and Hair and Make-up Artists. With end-to-end manpower team with pax of Hair and Make-up artists – 30 points With Partial list of Manpower team and number of Hair and make-up artists - 10 With no submission – 0 points	30
The company must have an execution and concept proposal of the show based on the rationale of the event, together with the logistical requirements Concept proposal – 30 (Originality - 20 points; Creativity – 10 points) Non-submission of a concept proposal - 0	30
The company should have an experience working and/is currently working with at least one (1) government agency and three (3) clients from the private sector within the past 10 years. With 1 or more government agency client/s and 3 clients from the private sector in the past 10 years - 10 points, With no government agency client/s and less than 3 clients from the private sector in the past 10 years - 0 points,	10
TOTAL	100

Aside from the documents required by the Bids and Awards Committee of CITEM, other documents to be submitted to the project team for the Qualitative Evaluation are as follows:

1. Company or individual profile indicating number of years in the industries of creative and/or project direction, event curation and creative consultancy;
2. List of Manpower Team
3. List of clients and projects broken down into government agencies and private sector projects with the past 10 years
4. Concept proposal;

VI. BUDGET AND MODE OF PAYMENT

Mode of Procurement: Small Value Procurement


Total budget is **Php 700,000.00** inclusive of applicable taxes, with the following mode of payment:

- 20% - upon approval of Event Concept/Proposal
Deliverable: Approved Concept brief, Approved event components/activities;
- 30% - upon submission of Progress Report
Deliverable: Showcase description; Final list of end-to-end manpower team; Rehearsal schedule and casting call; Final approved list of models;


- 40% - upon execution of actual event (fashion show) for the Pagsibol event
Deliverable: actual performance of fashion showcase; certificate of satisfactory services rendered
- 10% - upon submission of Final Report and Conduct of Debriefing
Deliverable: Report with Recommendations; Debriefing meeting and submission of post-activity report

Prepared by:

Noted by:


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STIDS
OG-1 SIGNATURE EVENTS TEAM


MARJO R. EVIO
OIC-Department Manager
OG-1


SHAIRA JOY N. NACINO
SP-STUDS, OG1-SET

Approved by:


DR. EDWARD L. FERREIRA, Ph.D
Executive Director