

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-2023-0029

**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 PRODUCTION OUTFIT FOR CITEM'S INTERNATIONAL TRADE PARTNERS NIGHT**

*(Please see attached Request for Quotation Form and Terms of Reference for more details.)*

|   |                             |
|---|-----------------------------|
| Approved Budget for the Contract                                  | : PHP 600,000.00            |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 21 February 2023, 05:00PM |
| Opening of Eligibility Documents and Financial Bid                | : 22 February 2023, 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 provided that the renewed permit shall be submitted before the award of the contract.*

**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**

**5. 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.**

*Post-Qualification Documents (3rd Envelope / Compressed Folder)*

- Company Profile and/or any document to support years in the industry / SEC Certificate**
- List of finished projects with the government**
- Profile of Event Producer**

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 on or before the date and time of the Opening of Eligibility Documents and Financial Bid 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](mailto: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: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 15 February 2023  
 RFQ No.: 2023-0029

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 and Financial Bid: <b>21 February 2023</b> | Time: <b>05:00PM</b> |                    |
| Schedule of Opening of Eligibility Documents and Financial Bid: <b>22 February 2023</b>    | Time: <b>02:00PM</b> | Venue: <b>ZOOM</b> |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION  | UNIT PRICE | AMOUNT |
|-----|------|---|------------|--------|
| 1   | lot  | <p style="text-align: center;"><b>HIRING OF PRODUCTION OUTFIT FOR CITEM'S INTERNATIONAL TRADE PARTNERS NIGHT</b></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 600,000.00</u></p> <p><i>Event Date: 03 March 2023</i><br/> <i>Ingress: 03 March 2023 (time: TBD)</i><br/> <i>Egress: 03 March 2023 (10:00PM Onwards)</i><br/> <i>Venue: Shangri-la, The Fort Manila Grand Ballroom B / Foyer / Bridgeway</i><br/> <i>Event Requirements:</i></p> <ul style="list-style-type: none"> <li>A. Technical Requirements</li> <li>B. Photo and Video Coverage</li> <li>C. Production and Events Management Services</li> <li>D. Floral Design and Arrangement Services</li> <li>E. Other requirements</li> </ul> <p style="text-align: center;"><i>(Please see attached Terms of Reference for more details)</i></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 CITEM'S INTERNATIONAL TRADE PARTNERS NIGHT**

### **I. 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 mandated in promoting the Philippines as a reliable source of quality export products and services in the global market, and 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 local and international government and private entities.

The Filipinos are recognized globally for its ingenuity, creativity, resourcefulness diligence and industry – the mark of a Filipino, to name a few. This is truly manifested by the talents and skills of the more than 12 million [adaptable] Filipinos spread all over the world.

Banking on these innate characteristics and attributes, the Filipinos can equitably compete in the global market thru its innovative and indigenous products crafted beautifully with artistry; notwithstanding its natural and inherent characteristics – diligently engaging personal and unqualified service with malasakit.

As the export promotion arm of the government, CITEM, for the past few decades, has poured in considerable effort and modest achievements to banner our products/services in the world market given its very limited resources.

It is in this context that upon assumption into office as Executive Director of CITEM, Dr. Edward L. Ferreira, Ph. D. under President Ferdinand R. Marcos Jr.'s government leadership, Dr. Ferreira pursues with much vigor, CITEM's mandate to attain its mission by employing a total integrated development approach.

### **II. EVENT CONCEPT**

An Evening with International Trade Partners is a formal export trade networking activity among DTI, foreign embassies, trade diplomatic partners, respected legislators, partner agencies both from private and government and valued stakeholders, to promote CITEM's export promotions projects. Likewise, this will be a platform to present to these valuable partners globally the CITEM's strategic initiative on the maxim of:

**Produktong Pilipino Para sa Pilipino at sa Buong Mundo**  
*(Philippine-made Products for Filipinos and to the World)*

### III. EVENT DETAILS

|                            |  |
|----------------------------|--|
| <b>Event Dates</b>         | March 03, 2023                                 |
| <b>Ingress Date / Time</b> | March 03, 2023 (08:00 am)                      |
| <b>Egress Date / Time</b>  | March 03, 2023 (10:00pm onwards)               |
| <b>Venue</b>               | Shangri-la, The Fort Manila – Grand Ballroom B |

### IV. EVENT PROGRAM

| <b>TIME</b>       | <b>PROGRAMME</b>  |
|-------------------|---|
| Start at 5:00 PM  | <b>REGISTRATION</b>   |
| 6:00 - 7:00 PM    | <b>Cocktail Reception</b>   |
|                   | <b>Viewing of Vignettes</b>   |
| 7:00- 7:10 PM     | <b>Entrance to Dining Area</b><br>(Usher guests to Ballroom B)  |
| 7:10 PM – 7:20 PM | <b>Invocation</b><br><b>National Anthem</b>   |
| 7:20 PM - 8:00 PM | <b>Formal Dinner with Entertainment (1st SET)</b><br>- Waiter Parade<br>- Dinner (Appetizer to Main Course)<br>- Entertainment (Marcy David Band)   |
| 8:00 PM – 8:05 PM | <b>VO to intro Atty Mike Toledo</b><br>Atty Mike Toledo to intro SAEP   |
|                   | <b>Welcome Remarks</b><br><i>Alfredo E. Pascual, DTI Secretary</i>  |
| 8:05 PM – 08:25PM | <b>SAEP to present Symbol of CITEM Leadership to ELF</b><br>Atty Mike to intro ELF  |
|                   | <b>Opening Address</b><br><b>"CITEM Presentation: Philippine-made Products for Filipinos and for the World"</b><br>Dr. Edward L. Ferreira, Ph.D, CITEM Executive Director<br>(On CITEM, Plans & Updates, New CITEM Logo Launch) |
|                   | <b>CITEM Presentation and Launch of New CITEM Logo</b>  |
|                   | <b>ELF to present the</b> (Symbol of Appreciation to SAEP)  |
|                   | Atty Mike to intro the Performers   |
| 8:25 PM - 8:55 PM | <b>Intermezzo (Entertainment) - 2nd SET</b>   |
| 8:55 PM – 9:00 PM | <b>Atty Mike to intro VP Sarah</b>  |
|                   | <b>Inspirational Message and Intro to PBBM</b><br>H.E. Sara Z. Duterte-Carpio<br>Vice-President of the Philippines  |
| 9:00 PM - 9:10 PM | <b>Keynote Address of</b><br><b>H.E. Ferdinand Romualdez-Marcos, Jr.</b><br>President of the Philippines<br>on Philippine Gains on Foreign Trade and Economic Visits  |

|                   |  |
|-------------------|--|
| 9:10 PM – 9:15 PM | <b>Atty Toledo to call-on SAEP &amp; ELF (to the stage) to present Trophies to PBBM &amp; VPSara</b> |
| 9:15 PM – 9:30 PM | <b>Closing songs/ performance of Rochelle Gerodias &amp; Byeong-in Park</b>                          |
|                   | <b>Showing of Re-cap Video of the Night</b>  |
|                   | <b>End of Program</b>  |

## **V. EVENT REQUIREMENTS**

### **A. TECHNICAL REQUIREMENTS**

- a.1 Lights and Sounds Package (1 unit)
- a.2 Digital Audio Mixer set (1 unit)
- a.3 Direct Injection Box (1 unit)
- a.4 Wireless Microphone (5 units)
- a.5 Wired Microphone (6 units)
- a.6 Microphone stand (6 units)
- a.7 Laptop with virtual player (1 unit)
- a.8 Moving head (6 units)
- a.9 Smoke Machine – For stage (1 unit)
- a.10 Lyric Stand (2 units)
- a.11 Subwoofer Speaker (2 units)
- a.12 RCF Speaker monitor (2 units)
- a.13 Par LED Lights (3 watts) w/ T-Bar and controller – for stage (16 units)
- a.14 Follow spotlights (2 units)
- a.15 RCF Dual Speaker (2 units)
- a.16 Powered Speakers (4 units)
- a.17 Cables and Connectors / Switcher / Laptop / Riser
- a.18 P3 9ft x 24ft – Center LED Wall
- a.19 42” LED TV With Stand (6 units)
- a.20 Communication set (2 sets)

### **B. PHOTO AND VIDEO COVERAGE SERVICES**

- b.1 Photographers (3 pax)
- b.2 Videographers (3 pax)
- b.3 Video editor (1 pax)
- b.4 Creative Technical Director (1 pax)
- b.5 Production Assistants (2 pax)

*Note:*

*List of equipment of each technical personnel must be provided by the company.*

### **Video output requirements:**

1. Same Day Edit (3-4 minutes Highlight Video) 1 video 3-5 min, 1080p, H.264

## 2. Full Event Video Coverage

*Additional requirements: Raw materials, project file*

### **Photo output requirements:**

1. Shot list shall be given by CITEM.

## **C. PRODUCTION AND EVENTS MANAGEMENT SERVICES**

- c.1 Executive Producer (1 pax)
- c.2 Production Manager (1 pax)
- c.3 Technical Director & Director of Photography / Lighting (1 pax)
- c.4 Banquet Coordinator (1 pax)
- c.5 Stage Management Assistants (3 pax)
- c.6 Animator (off-site – for video animation production) (1 pax)
- c.7 Voice over (1 pax)
- c.8 Spinner (1 pax)
- c.9 Safety Officer (1 pax)
- c.10 Logistics Officer (1 pax)
- c.11 Production Assistants (4 pax)

## **D. FLORAL DESIGN & ARRANGEMENT SERVICES**

- d.1 Floral arrangements for round tables (24 units)
- d.2 Floral arrangement for Presidential table (1 unit)
- d.3 Chief Florist
- d.4 Production Staff (5 pax)
- d.5 Mobilization

## **E. OTHER REQUIREMENTS**

- e.1 Podium (preferably acrylic) (1 unit)
- e.2 Electrical requirements (payable directly to Shangri-la, BGC)
- e.3 Meals of all production staff and crew
- e.4 Meetings and consultations
- e.5 Mobilization
- e.6 Traffic Permits for 3 Delivery Trucks - ingress and egress (6 permits)

## **VI. ESTIMATED BUDGET**

The above expense shall be charged to the OED / ODED TANYAG budget with a total maximum budget allotment of Six Hundred Thousand Pesos (P600,000.00) inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

## VII. QUALIFICATIONS

**Criteria for award:** Lowest Calculated and Responsive Bidder

**Mode of Procurement:** Small Value Procurement

| REQUIREMENTS   | DOCUMENT TO BE SUBMITTED   |
|--|--|
| a. The company should be at least 5 years in the production and events management industry.                    | Company Profile and/or any document to support years in the industry / SEC Certificate / |
| b. The company should have at least 5 finished projects with the government for the past 3 years               | List of finished projects with the government  |
| c. Event producer of the company must be in the marketing and creative design industry for more than 20 years. | Profile of Event Producer  |

## VIII. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is Six Hundred Thousand Pesos (₱600,000.00) 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.
3. The winning Production Outfit 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. Payment arrangement

Pre-event:

Maximum 35% downpayment (based on industry payment scheme standard)

Deliverables/attachment for payment

- a. Pre-Production Meeting with CITEM Internal Team
- b. Submission of Creative Treatment
- c. List of Equipment for photo and video coverage

*Submission date: 3 days after award / Notice to Proceed*

Post event:


65% after turnover of photo and video files based on the requirement.


*Submission date: 10 March 2023*

**Prepared by:**

  
**Katherine May G. Apodaca**  
STIDS - EDD  
CCSD

**Recommending Approval:**

  
**Norman D. Bagulbagul**  
OIC - Department Manager  
CCSD

  
**Rowena G. Mendoza**  
OIC - Department Manager  
OG2

**Approved by:**

  
**Deputy Exec. Dir. MA. LOURDES D. MEDIRAN**  
Officer-in-Charge, CITEM