

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-2023-0046

**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 OFFICIAL BUYER'S CONCESSIONAIRE FOR BUYER'S LOUNGE OF IFEX  
PHILIPPINES 2023**

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

Approved Budget for the Contract	: PHP 400,000.00
Pre-Bid Conference	: 03 May 2023, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 05 May 2023, 05:00PM
Opening of Qualitative Evaluation Documents	: 05 May 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 10 May 2023, 02:00PM

Conduct of Pre-Bid Conference and Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto: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)*

**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. Notarized Omnibus Sworn Statement**

**4. 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 (3rd Envelope / Compressed Folder)*

- Two proposed menus
- Photos of the following:
  - Table set-up (buffet, cocktail, etc.)
  - Wooden Cutleries and diningwares
  - Linens
  - Uniformed waiters
- Company profile including partial list of clients
- Portfolio of projects including international events with description and photos
- Photo with description of suggested set-up for IFEX 2023 that matches the event's theme

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

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

Date: 28 April 2023  
RFQ No.: 2023-0046

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).

<i>Pre-Bid Conference: 03 May 2023</i>	<i>Time: 02:00PM</i>	<i>Venue: Zoom</i>
<i>Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 05 May 2023</i>		<i>Time: 05:00PM</i>
<i>Schedule of Opening of Qualitative Evaluation Documents: 05 May 2023</i>		<i>Time: 05:00PM</i>
<i>Schedule of Opening of Eligibility Documents and Financial Bid: 10 May 2023</i>		<i>Time: 02:00PM</i> <i>Venue: Zoom</i>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<b>HIRING OF OFFICIAL BUYER'S CONCESSIONAIRE FOR BUYER'S LOUNGE OF IFEX PHILIPPINES 2023</b>  <u>APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00</u>  <b><u>Requirements:</u></b> 1. AM and PM Snack from throughout the duration of the event 2. Beverage (free-flowing coffee, iced tea, hot tea, and juice) 3. 300 pax per day  <b><u>Inclusive Dates:</u></b> 26 – 28 May 2023, 10:00AM to 06:00PM <b><u>Venue:</u></b> World Trade Center Metro Manila (WTCMM) <b><u>Cost Estimate:</u></b> PHP444.00 per pax per day, VAT inclusive  <i>Please see attached Terms of Reference for more details.</i>		

**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 OFFICIAL CONCESSIONAIRE  
FOR IFEX PHILIPPINES 2023  
BUYERS LOUNGE**

**EVENT BRIEF**

<b>Title</b>	<b>IFEX PHILIPPINES 2023- BUYERS LOUNGE</b>
<b>Date</b>	26-28 May 2023
<b>Time</b>	10:00 AM-7:00 PM
<b>Venue</b>	World Trade Center Metro Manila
<b>Profile of Guests</b>	Foreign and Local Trade Buyers
<b>Budget</b>	<b>Php 400,000.00</b> (300 pax @ Php444 / pax / day VAT inclusive)

**SHOW DESCRIPTION**

With the recent situation and impact of this pandemic in the global food business, CITEM maximizes the different platforms in promoting our Philippine food industry by staging the 16th IFEX Philippines from 26-28 May 2023, a physical exhibition complemented with digital B2B meetings, and a digital storefront in IFEXConnect, a promotion and lead generation digital platform for food suppliers and buyers.

IFEX Philippines is the biggest and most respected banner food event for Asian and Philippine Food Champions. The event showcases the next big thing in the world of food. It is a business-to-business (B2B) platform for leading buyers and top grocers around the world aiming to optimize their sourcing experience.

The event brings together the country's tropical fruits and vegetables, fresh and processed beverages, seafood, sauces and condiments, herbs and spices, gourmet, organic, healthy and functional food products.

**OBJECTIVE**

1. To define the selection process of choosing the Caterer
2. To enumerate the qualifications and standards in hiring the Caterer, and
3. To identify requirements for the event.

**EVENT REQUIREMENTS**

- **Food and Beverage**

**Snack Bar set-up in the Buyers Lounge – WTC Ground Floor**

- ✓ Non-negotiable menu must include the following:
  - AM and PM Snack - 10:00AM to 6:00PM, 26-28 May 2023
  - Finger/ tea sandwiches (2 kinds)
  - Pasta dish
  - Beverage (free-flowing coffee, iced tea, hot tea, and juice)
  - Basic requirement: supply of bottled distilled water

- **Presentation**
  - ✓ Should be able to come up with a themed food presentation, as approved by CITEM.
  - ✓ Must present the most appropriate and functional set-up fit for IFEX Philippines 2023 Buyer' lounge. Event theme that will be discussed during the pre-bidding conference.
  - ✓ Well-designed and elegantly skirted ten (10) banquet tables with attractive center pieces / floral arrangements / bow accents / stocking skirts
  - ✓ **4 pax** seating capacity for Banquet Tables (0.90m-1.10mdiameter)
  - ✓ Linens, Table runners, and center pieces proposal must be sent and be presented for approval of CITEM design team.
  - ✓ Use of lightings for the buffet tables with accents.
  - ✓ Food safety must be observed and complied at all times. (E.g. use of well-sanitized dining wares, disposable wooden supplies and cutleries, service personnel in proper uniform with gloves, and facemasks, food servings must be in chafing dish with food warmer etc.)
  
- **Service/Accommodation**
  - ✓ Highly recognized quality of food and service
  - ✓ Banquet head waiter and enough number of trained and uniformed waiters
  
- **Food Delivery**
  - ✓ Ingress shall be on 25 March 2023, 8AM onwards
  - ✓ Delivery Site shall be the Buyers Lounge, Ground Floor, World Trade Center, Pasay, Metro Manila
  - ✓ Delivery time of the food to be served for 26-28 May 2023 as follows:
    - AM Snacks - not later than 9:30 a.m.
    - PM Snacks - not later than 2:30 p.m.

## EVALUATION AND SELECTION

Qualified bidders will be evaluated based on the following criteria:

### TRACK RECORD

- ✓ Should be **at least 5 years in the industry**
- ✓ Has catered to an international event, particularly with foreign guests

### FOOD

- ✓ Provide high quality food and beverage.
- ✓ Serve food that are fresh or newly cooked (at least 2 hours before serving)

### PRESENTATION

- ✓ Themed food presentation.
- ✓ Must present the most appropriate and functional set-up fit for IFEX Philippines 2023 Buyer' lounge.
- ✓ Well-designed and elegantly skirted banquet and tables with attractive center pieces / floral arrangements / bow accents / stockingskirts.
- ✓ Use of lighting for the buffet tables with accents.

- ✓ Food safety must be observed and complied at all times. (E.g. use of well-sanitized dining wares, disposable wooden supplies and cutleries, service personnel in proper uniform with gloves, and facemasks, food servings must be in chafing dish with food warmer etc.)

Ratings for the qualitative evaluation are as follows:

CRITERIA	DESCRIPTION	POINTS	DOCUMENTS TO BE SUBMITTED TO END-USER
<b>1. Menu Selection</b>	Variety of food suitable to the international markets' taste and preference	25 points	<ul style="list-style-type: none"> <li>Two proposed menus</li> </ul>
<b>2. Presentation</b>	Food presentation – must be in chafing dish with food warmer - 10pts Quality- taste, sanitation, and appearance - 10pts Quantity – amount per serving- 5 pts Elegance of cutleries, dining wares, linens provided - 10pts Grooming and professionalism of uniformed waiters - 10pts	45 points	<i>Actual presentation 2 days after the opening of bids:</i> <ul style="list-style-type: none"> <li>Finger/tea sandwiches</li> <li>Pasta dish</li> </ul> <i>Photos of the ff:</i> <ul style="list-style-type: none"> <li>Table set-up (buffet, cocktail, etc.)</li> <li>Wooden Cutleries and dining wares</li> <li>Linens</li> <li>Uniformed waiters</li> </ul>
<b>3. Company Profile</b>	Description of the company's history, performance, and reputation	15 points	Company profile including partial list of clients (at least 3)
<b>4. Portfolio of Projects</b>	Company must have catered to an international event, particularly with foreign guests	15 points	- Portfolio of projects must have at least 2 international events with description and photos.  - Present photo with description of suggested set-up for IFEX 2023 that matches the event's theme.
<b>TOTAL</b>		<b>100 points</b>	


A TWG panel created by the Bids and Awards Committee will evaluate bidders. Bidders should agree to present food samples 1-2 days after submission of Qualitative Evaluation documents at CITEM Lobby or meeting room for tasting (bite size only) to aid 5-6 pax of TWG members in their evaluation and selection.

Only those with the passing rate of **80 points** shall be advised by BAC to proceed with the opening of financial bid together with its Eligibility document. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

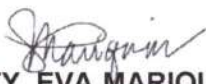
**FINANCIAL REQUIREMENT**

Approved Budget	AMOUNT
Food and Beverage @ Php444 (inclusive of VAT) / per pax/ day	Php 400,000.00
<b>TOTAL BUDGET</b>	<b>Php 400,000.00</b>

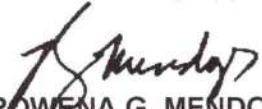
Prepared by:

  
**DANA G. ANAYA**  
TIDS, OG2-OTF

Noted by:

  
**ATTY. EVA MARIQUINA**  
OIC-DC, OG2-OTF

Recommending Approval:

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

Approved by:

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