

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-2023-0096

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 FACILITATORS FOR THE 2023 CITEM TEAMBUILDING CUM GAD ACTIVITY

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

Approved Budget for the Contract	: PHP 75,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 23 August 2023, 12:00PM
Opening of Qualitative Evaluation Documents	: 23 August 2023, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 24 August 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.

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 exercising a profession, 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.
- 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)

- Certificates of employment or portfolio indicating:**
 - Experience in the field of organizational development / culture building / human resources / training / performance management**
- Certificates of project completion**
- Certificates of completion for trainings in organizational change and development and/or similar programs**
- Comprehensive project proposal**
- Undertaking stating capacity to deliver the program and outputs within the stated period, declaring expertise, and competencies in completing the projects**

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, Qualitative Evaluation 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.

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



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: 18 August 2023
RFQ No.: 2023-0096

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, and Qualitative Evaluation Documents: 23 August 2023	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 23 August 2023	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 24 August 2023	Time: 02:00PM Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF FACILITATORS FOR THE 2023 CITEM TEAMBULding CUM GAD ACTIVITY</p> <p><i>(Please see attached Term of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 75,000.00</u></p> <p>Date Needed/ Delivery Period: Between August 28 to October 31, 2023</p> <p>Proposed Dates: Three (3) days and two (2) nights between 28th of August to 31st of October 2023 (inclusive of travel time). Team building proper will happen on the 1st and 2nd day. Final date to be finalized upon confirmation of venue and award of contract.</p> <p>Target Location: Bagac, Bataan or Subic, Zambales</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 SERVICE PROVIDER FOR THE CONDUCT OF
2023 CITEM TEAMBUILDING *CUM* GENDER AND DEVELOPMENT (GAD) ACTIVITY

BACKGROUND AND RATIONALE

The Center for International Trade Expositions and Missions (CITEM) is the export promotion arm of the 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.

With CITEM's multi-generational workforce and its fast-paced work environment, the Management acknowledges the value of a teambuilding activity in creating better work relationships and offering a space for the team to stop, breathe and reconnect.

The last teambuilding *cum* GAD activity was held on 04 – 05 August 2022, which was attended by 102 employees, representing the Management, Supervisors, and Rank and File.

For this year, CITEM once again invites qualified bidders for the full coordination and facilitation of its 2-day teambuilding *cum* GAD activity.

OBJECTIVES

A. Teambuilding Activity

The teambuilding objectives as specified in the DTI Memorandum Order No. 15-739; Series of 2015 are:

- To foster team cohesiveness and employee engagement.
- To identify challenges that inhibit the team from reaching their goals.
- To assess the team and how each member could contribute to team effectiveness.
- To recognize and address challenges by engendering action plans and team commitments.

To execute the program efficiently and effectively, the teambuilding activity should be focused on four key points in building teams:

1. **Culture** – beliefs, values, standards, and team performance style
2. **Personality Differences** – diverse predispositions, adapting one's communication style to each type of personality, and valuing a sense of "*malasakit*" as one works with others.
3. **Communication** – connection established between and among parties to the communication process.
4. **Values** – aligned personal values with that of CITEM's core values: Stakeholder Centric, Excellence, Resource Stewardship, Versatility, and Empowerment

B. GAD Training

The GAD training workshop shall focus on the Basics of GAD and Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) with the following objectives:

- To enable the participants to develop an understanding of how gender bias and gender issues are perpetrated by social institutions such as the family, school, media, faith, market, and the legal system, which leads to gender discrimination and gender inequality.
- To enable the participants to revisit their heteronormative bias and appreciate different gender identities towards ensuring gender diversity and social inclusion.

Note: The GAD component should be embedded into the teambuilding activity and shall not have a separate session.

To align with the above objective, hiring the service of a facilitator to conduct the above sessions is necessary.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
(THE EXPORT PROMOTION ARM OF THE DEPARTMENT OF TRADE AND INDUSTRY)

Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil Puyat Avenue, 1300 Pasay City, Philippines
Telephone: (632) 88312201 to 09 | E-mail: info@citem.com.ph

PROFILE OF THE PARTICIPANTS
as of 31 July 2023

Employment Status	Total Number of Employees
Permanent Employees	87
Service Providers under Contract of Service	41
Allied Services under Manpower Agency	10
TOTAL	138

Generation (<i>as defined by the Center for Generational Kinetics, USA</i>)	Total Number of Employees
Baby Boomer (born 1946 -1964)	19
Gen X (born 1965 - 1976)	31
Gen Y / Millennials (born 1977 - 1995)	65
Gen Z /Centennials (born 1996 and up)	23
TOTAL	138

Gender	Total Number of Employees
Male	47
Female	91
Total	138

BUDGET

The budget for a 2-day teambuilding session is Seventy-Five Thousand Pesos (Php 75,000.00), inclusive of all applicable taxes.

TARGET SCHEDULE AND VENUE OF TEAMBUILDING

The proposed date is between 28 August – 31 October 2023 for a 3-day, 2-night teambuilding (inclusive of travel time). The final schedule will be agreed upon by CITEM and the winning service provider based on the availability of the venue. The teambuilding proper will happen on Day 1 and Day 2.

Target venue is in Bagac, Bataan or Subic Zambales.

SCOPE OF WORK

- Submit a comprehensive project proposal (enclosed in the bid submission) with provisional activities/agenda/teambuilding based on the set objectives.
- Preparation, administration, and analysis of a pre-assessment tool for executives and employees to identify areas of concern, including a combination of written/online assessment, interviews, and FGDs, among others.
- Conceptualization, customization, and delivery of an intensive and highly interactive teambuilding activity and GAD training focused on the identified training needs.
- Provision of facilitators and logistic personnel to assist during sessions, ingress, and egress.
- Provision of event materials, and reproduction of learning manuals (if applicable)
- Consultation with CITEM management and undertaking other activities necessary in the conduct of teambuilding.
- Preparation of post-program report which shall cover highlights, observations, outcomes, recommendations, and photo documentation, to be submitted within 2 weeks after the teambuilding activity.
- Hold in strict confidence, to not disclose to any other individual or organization, or use for any purpose other than in connection to program implementation, all information disclosed by CITEM management and its participants.
- Total target participants: 100-120 employees.

CITEM will cover the cost for the following items:

- Room accommodation for a maximum of 4 facilitators/assistants (1 room for 2 nights only) *
- Meals for a maximum of 4 facilitators/assistants (Day 1 – Breakfast, Lunch, PM Snack, and Dinner; Day 2: Breakfast, AM Snack, and Lunch) *
- Tokens/Group prizes during teambuilding activities
- Transportation, venue, and board and lodging of participants. The transportation of the facilitators/assistants should be provided by the vendor.

*The service provider will shoulder the expenses for any additional manpower (on top of 4 pax) and any incidental costs incurred by the facilitators/assistants.

METHODOLOGY

The teambuilding cum GAD activity shall make use of fun Structured Learning Experiences (SLEs) that will compel participants to be actively involved in exciting and competitive, yet meaningful activities.

Each activity must be designed and processed in a way that will be translated into actual workplace scenarios and behaviors.

ELIGIBILITY REQUIREMENTS

- At least one of the facilitators must have at least 7 years of experience in the field of organizational development/culture building/human resources/training/performance management
- The company or the lead facilitator (in the case of an individual consultant) must have undertaken and completed at least 5 similar projects in the past either with private entities, national government agencies, local government units, or GOCCs
- At least one of the facilitators must have completed at least 3 trainings or certification programs in organizational change and development and/or similar programs.
- The team must be able to deliver the scope of work and provide teambuilding sessions that meet the objectives.
- Submit a proposal with program cost that is within the approved budget.

Evaluation of proposals will be based on the determined rating scheme (see attached).

To comply with the technical specifications, the bidder must meet the minimum required points in each criterion and should garner a passing mark of at least 60 points.

After having established compliance with the technical specifications, the proposal that scored the highest will proceed to the opening of the financial bid to check whether the proposed cost is within the approved budget, otherwise, the proposal with the next highest passing score will be opened until a suitable proposal is identified.

Prepared by:


RIA DOMINICA L. GELOMIO
HR Analyst

Reviewed by:


FLORENCE PEARL M. BUENSALIDO
Division Chief, HRMD

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC Department Manager, Corporate Services

Approved by:


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

Rating Scale in the Evaluation of Proposals of Service Provider for the Conduct of 2023 CITEM Teambuilding cum GAD Activity

	Criteria	Maximum Points	Minimum Point/s to Pass	Score	Supporting Documents that must be submitted
TECHNICAL					
1	<p>At least one of the facilitators must have at least 7 years of experience in the field of organizational development/culture building/human</p> <p>10 points = 11 years and above 7 points = 8-10 years 5 points = 7 years 0 point = below 7 years</p>	10	5		<p>1. Certificates of Employment, or 2. Portfolio</p> <p>or any other documents to show relevant experience</p>
2	<p>The company or the lead facilitator (in the case of an individual consultant) must have undertaken and completed at least 5 similar projects in the past either with private entities, national government agencies, local government units, or GOCCs</p> <p>10 points = 10 similar projects and above 7 points = 6-9 similar projects an 5 points = 5 similar projects 0 point = below 5 similar projects</p>	10	5		1. Certificates of Project Completion
3	<p>At least one of the facilitators must have completed at least 3 trainings or certification programs in organizational change and development and/or similar programs</p> <p>10 points = 7 related trainings or certificate programs and up 7 points = 4-6 related trainings or certificate programs 5 points = 3 related trainings or certificate programs 0 point = below 3 related trainings or certificate programs</p>	10	5		1. Certificates of Completion
4	<p>The team must be able to deliver the scope of work and provide teambuilding sessions that meet the objectives.</p> <p>60 points = HIGHLY RECOMMENDED (Comprehensive and exactly suits the needs of CITEM based on the TOR; has a unique value proposition) 45 points = RECOMMENDED (Comprehensive but needs to be customized to further suit the needs of CITEM based on the TOR) 30 points = RECOMMENDED WITH RESERVATIONS (Presentation of project proposal is very general) 0 point = NOT RECOMMENDED (Lacks substance and clarity)</p>	70	45		<p>1. Comprehensive Project Proposal;</p> <p>2. Undertaking stating its capacity to deliver the program and outputs within the stated period, declaring expertise, and competencies in completing the project</p>
	TOTAL	100	60		

PASSING SCORE	
Technical	60.00 (and must at least obtain the minimum required points in each criterion)