

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-2023-0101

**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 THE OPENING CEREMONY OF MANILA  
FAME 2023 TRADE SHOW**

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

Approved Budget for the Contract	: PHP 850,000.00
Pre-Bid Conference	: 07 September 2023, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 11 September 2023, 12:00PM
Opening of Qualitative Evaluation Documents	: 11 September 2023, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 12 September 2023, 02:00PM

Conduct of Pre-Bid Conference and 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](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. 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.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- Company Profile;**
- List of completed government events**
- List of completed live events with photos**
- Profiles and events of proposed Host**

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

## 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: 05 September 2023  
RFQ No.: 2023-0101

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](mailto:citembac@citem.com.ph).

Pre-Bid Conference: <b>07 September 2023</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>
Deadline of Submission of Eligibility Documents, Financial Bid, Qualitative Evaluation Documents: <b>11 September 2023</b>	Time: <b>12:00PM</b>	
Schedule of Opening of Qualitative Evaluation Documents: <b>11 September 2023</b>	Time: <b>12:00PM</b>	
Schedule of Opening of Eligibility Documents and Financial Bid: <b>12 September 2023</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY OF MANILA FAME 2023 TRADE SHOW</b></p> <p><i>(Please see attached Terms of Reference, Floor Plan and Perspective for more details)</i></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 850,000.00</u></p> <p>Date Needed / Delivery Date: <b>18 October 2023 (Ingress) / 19-21 October 2023 (Event)</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 J. 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  
PRODUCTION OUTFIT FOR OPENING CEREMONY DURING  
MANILA FAME 2023 – TRADE SHOW**

**I. Background**

For the first time in three years, Manila FAME returns on-site with the promise of endless possibilities, as the country's finest artisans and designers come together to prove once again that Filipino creativity knows no bounds.

The Manila FAME, which celebrates its 40th anniversary, has set a standard as the premier sourcing trade show in the Philippines for home, fashion, and lifestyle (HFL) industries. This year, it underscores the unforgettable Philippine experience for its long-awaited return by offering possibilities.

New and returning trade buyers and guests who are joining the three-day event can expect a journey that is rooted in Filipino heritage, a trademark of enduring craftsmanship and an unrelenting spirit of innovation. Offering premium quality products in a variety of textures, styles, and designs. Manila FAME is the place to go for one-of-a-kind creations that are thoughtfully curated for the global market.

This 2023, Manila FAME will stage on a physical trade event and continue its efforts parallel to its digital initiatives. The opening ceremony event and the live streaming of different activities inside the trade hall require a production supply and assistance include the opening ceremony, seminar schedule, and various activities from exhibitors and partners.

**II. Event Details**

<b>Event Dates</b>	October 19, 20, 21, 2023
<b>Ingress Date</b>	October 18, 2023 (08:00 am)
<b>Egress Date</b>	October 21, 2023 (Closing of Event)
<b>Venue</b>	To be confirmed by the end-user

**III. Event Requirements**

<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DESCRIPTION</b>
<b>Equipment Rental</b>		
LED Wall	2 units	9 feet x 12 feet with system, structure, structure covering, and wheeling/sliding mechanism for opening ceremony.  <i>See attachment for reference.</i>
Lighting Provision	1 lot	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	(1 lot) Sound System Specific requirements – must include: (3 units) Wireless microphones
Camera Set-up	2 units	Live streaming and recording
<b>Built-up / Fabricated Items</b>		
<b>A. Lobby Set-up</b>		
Stage	1 lot	5.40m x 2.40m x 0.30mH – 1 unit 4.40m x 0.60m x 0.30mH – 1 unit Covered in needle punch carpet.
Freestanding Built-up Structure with printing requirements	1 lot	2.50m x 0.30m x 4.20m H – 2 units 2.00m x 0.30m x 3.80m H – 2 units  Technical drawings to be presented during pre-bidding conference
Ceremonial push-button standee	1 unit	0.50m x 0.50m x 1.00m H – 1 unit

<b>Manpower</b>		
Host / Masters of Ceremony	1 pax	<p>Shall be in-charge of welcoming guests and providing needed fillers during the Opening Ceremony program.</p> <p>Must meet with the CITEM project officer at least three or four days prior the show to familiarize themselves with the Manila FAME program and to rehearse the scripts.</p> <p>Contracted according to the submitted final program by CITEM (List of Host must be submitted by the contractor and approved by CITEM)</p>
Production team	3 pax	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	<p>In charge of operating the assigned equipment and ensuring the functionality of the rented equipment</p> <p>Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction</p>
Cameramen	2 pax	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	In charge of switching views on monitor/ live.
Technical Director	1 pax	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program
<b>Other requirements</b>		
Event script	1-day event script	Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Flower Arrangements	2 units	Must provide two (2) pieces of standing flower arrangements with ribbon (material preference shall be discussed by CITEM) for the opening ceremony.
Live streaming	1 lot	Production outfit must be able to stream the event on Manila FAME Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.
Confetti Machine	1 unit	Provision of confetti machine. (Blue and Silver confetti)

## VI. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 80%

<b>CRITERIA</b>	<b>VALUE POINT</b>
<p><b>1. Company Profile and Experience</b></p> <p>Relevant experience on the production outfit industry.</p> <ul style="list-style-type: none"> <li>• 10 years or more <b>(30 points)</b></li> <li>• 5-9 years <b>(20 points)</b></li> <li>• 4 years and below <b>(10 points)</b></li> </ul> <p><i>Document Required: Company Profile</i></p>	30
<p><b>2. Event Experience</b></p> <p>Has a relevant experience in working with the government.</p> <ul style="list-style-type: none"> <li>• 10 events or more with any government agency <b>(30 points)</b></li> <li>• 5-9 events with any government agency <b>(20 points)</b></li> <li>• 1-4 event with any government agency <b>(10 points)</b></li> </ul>	30

<i>Document Required: List of completed government events</i>	
<b>3. Event Production Quality</b> The company must have completed live event production with quality and good standing. <ul style="list-style-type: none"> <li>● 10 Live events or more <b>(30 points)</b></li> <li>● 5 - 9 Live events <b>(20 points)</b></li> <li>● 1-4 Live events <b>(10 points)</b></li> </ul>	30
<i>Document Required: List of completed live events with photos</i>	
<b>4. Roster of Host</b> The company must be able to submit a list of prospective emcees for the event. <ul style="list-style-type: none"> <li>● Proposed Host has at least 3-5 Home and lifestyle related events / projects (may be physical or digital) <b>10 points.</b></li> <li>● Proposed Host has at least 3-5 Home and lifestyle related events / projects (may be physical or digital) <b>5 points.</b></li> </ul>	10
<i>Document Required: Profiles and events of proposed Host</i>	
<b>TOTAL</b>	<b>100</b>

*Note: Qualitative Evaluation shall be conducted prior opening of Financial Bids who passed the 80% cut-off.*

## VII. Indicative Program and Requirements

### A. MANILA FAME 2023 OPENING CEREMONY

19 OCTOBER 2023 | 9AM -10AM

Lobby Stage/Main Hall, World Trade Center Metro Manila

#### INDICATIVE PROGRAM

Date/Time	Activity	Format
09:00am – 09:05am	Introduction - Host	Live
09:05am – 09:15am	Invocation and National Anthem	Live singer*
09:15am – 09:30am	Opening Remarks Amb. Edward L. Ferreira, Ph.D. CITEM Executive Director	Live
09:30am – 09:35am	Message from PHILEXPORT and CEO Sergio R. Ortiz-Luis Jr.	Live
09:35am – 09:40am	Message from DTI Secretary Alfredo E. Pascual	Live
09:40am – 09:45am	Photo Opportunity	Live
09:45am – 09:50am	Ceremonial Opening of Trade Halls	Live
09:50am – 10:00am	VIP Tour to be led by CITEM Executive Director Amb. Edward L. Ferreira, PH.D.	Live

\*To be confirmed by the project team

#### ESTIMATED BUDGET


The above expense shall be charged to the Manila FAME 2023 budget with an approved budget of **Eight Hundred Fifty Thousand Pesos (₱850,000.00)**.

## VIII. TERMS AND CONDITIONS

1. The Approved Budget of Contract (ABC) for the project is **Eight Hundred Fifty Thousand Pesos (₱850,000.00)**, inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. Granting of award is all-in. No item shall be awarded separately.

3. 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.
4. 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.

**Prepared by:**

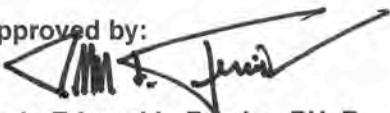
  
**Katherine May G. Apodaca**  
STIDS - EDD  
CCSD

**Recommending Approval:**

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

  
**Marjo F. Evio**  
OIC – Department Manager  
OG1

**Approved by:**

  
**Amb. Edward L. Ferreira, PH. D**  
Executive Director, CITEM

