

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-2023-0115

**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:

**RENTAL OF PRODUCTION OUTFIT EQUIPMENT FOR MANILA FAME 2023
FASHION SHOW**

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

Approved Budget for the Contract	: PHP 600,000.00
Pre-Bid Conference	: 19 September 2023, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 22 September 2023, 05:00PM
Opening of Qualitative Evaluation Documents	: 22 September 2023, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 26 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 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**

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: 14 September 2023
RFQ No.: 2023-0115

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.

Pre-Bid Conference: 19 September 2023	Time: 02:00PM	Venue: ZOOM
Deadline of Submission of Eligibility Documents, Financial Bid, Qualitative Evaluation Documents: 22 September 2023	Time: 05:00PM	
Schedule of Opening of Qualitative Evaluation Documents: 22 September 2023	Time: 05:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 26 September 2023	Time: 02:00PM	Venue: ZOOM

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>RENTAL OF PRODUCTION OUTFIT EQUIPMENT FOR MANILA FAME 2023 FASHION SHOW</p> <p><i>(Please see attached Terms of Reference for detailed requirements and scope of work)</i></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 600,000.00</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
RENTAL OF PRODUCTION OUTFIT EQUIPMENT FOR MANILA FAME 2023 – FASHION SHOW

I. Background

Commemorating the 40th anniversary of Manila FAME, CITEM will be staging a fashion showcase titled *"Pagsibol: A Gala Night Celebrating Filipino Design Excellence"* graced by the presence of First Lady Liza Araneta Marcos as the distinguished Guest of Honor and Keynote Speaker. Scheduled for October 19, 2023, at 6:30 PM, this event will be inviting diplomats, government officials, business leaders, as well as international buyers and exhibitors.

The occasion is dedicated to recognizing outstanding achievements in Philippine design across the home, fashion, and lifestyle domains through the KATHA Awards. Notably, the event will shine a spotlight on a unique fashion presentation that pays tribute to the legendary Manila Carnival Queens of the 1900s. Additionally, the event will feature a reinterpretation of the "Bagong Anyo," showcasing the innovative talent of local designers who have ingeniously employed indigenous materials and native textiles.

To fulfill the aforementioned requirement, it is essential to secure the necessary technical components for the fashion show. This involves the rental of production outfit equipment, a crucial step that ensures the seamless execution of the event and the successful presentation of the fashion show.

II. Event Details

Event Date	October 19, 2023
Ingress Date	October 18-19, 2023 (06:00 pm onwards)
Egress Date	October 19, 2023 (Closing of Event)
Venue	To be confirmed by the end-user

III. Event Requirements

SPECIFICS	NO. OF UNITS	DESCRIPTION
Equipment Rental		
LED Wall	3 units	9 feet x 12 feet with structure covering.
Lighting Provision	1 lot	Lighting provision applicable for venue enhancement and
Professional Sound System	1 lot	Sound System applicable for indoor set-up
Mixers and Controls	1 lot	
Camera Set-up	2 units	Recording and Live feed on LED Wall
Built-up / Fabricated Items		
Stage	2 units	1.20m x 2.40m Covered in black needle punch carpet.
Manpower		
Host / Masters of Ceremony	1 pax	Shall be in-charge of welcoming guests and providing needed fillers during the event. Must meet with the CITEM project officer at least three or four days prior the show to familiarize themselves with the event program and to rehearse the scripts. Contracted according to the submitted final program by CITEM (List of Host must be submitted by the contractor and approved by CITEM)
Movers / Installers	3 pax	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	4 pax	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment Must know how to handle music selection in coordination with the director and the team.

Cameramen Operators	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.
Manpower		
Generator Set (to power all equipment of this contract)	1 SET	With provision of necessary cables, diesel supply, and standby operator and technician, and other necessary requirements

VI. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 80%

CRITERIA	VALUE POINT
1. Company Profile and Experience Relevant experience on the production outfit industry. <ul style="list-style-type: none"> • 10 years or more (40 points) • 5-9 years (30 points) • 4 years and below (20 points) <i>Document Required: Company Profile</i>	40
2. Event Experience Has a relevant experience in working with the government. <ul style="list-style-type: none"> • 10 events or more with any government agency (30 points) • 5-9 events with any government agency (20 points) • 1-4 event with any government agency (10 points) <i>Document Required: List of completed government events</i>	30
3. Event Production Quality The company must have completed live event production with quality and good standing. <ul style="list-style-type: none"> • 10 Live events or more (30 points) • 5 - 9 Live events (20 points) • 1-4 Live events (10 points) <i>Document Required: List of completed live events with photos</i>	30
TOTAL	100

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

VII. Indicative Program

Date/Time	Activity
06:00pm – 07:00pm	Welcome Reception
07:00pm – 07:05pm	Opening Remarks - Amb. Edward L. Ferreira, Ph.D. -CITEM Executive Director
07:05pm – 07:15pm	Message - DTI Secretary – Alfredo E. Pascual.
07:15pm – 07:25pm	Inspirational Message – First Lady Marie Louise Araneta-Marcos
07:25pm – 08:00pm	Katha Awards
08:00pm – 08:45pm	Fashion show
08:45pm – 09:30pm	Cocktails and Entertainment

VIII. ESTIMATED BUDGET

The above expense shall be charged to the Manila FAME 2023 budget with an approved budget of **Six Hundred Thousand Pesos (P600,000.00)**.

IX. TERMS AND CONDITIONS

1. The Approved Budget of Contract (ABC) for the project is **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.
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. Pereira, PH.D
Executive Director, CITEM

