

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-2023-0137

**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 CONFERENCE EQUIPMENT FOR THE 36TH ATPF CEO MEETING

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

| | |
|---|----------------------------|
| Approved Budget for the Contract | : PHP 221,000.00 |
| Deadline of Submission of Eligibility Documents and Financial Bid | : 11 October 2023, 05:00PM |
| Opening of Bid | : 12 October 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 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 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.
- 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.
- 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.**

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 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: 06 October 2023
RFQ No.: 2023-0137

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 and Financial Bid: 11 October 2023 | Time: 05:00PM |
| Schedule of Opening of Bids: 12 October 2023 | Time: 02:00PM Venue: ZOOM |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|--|------------|--------|
| 1 | lot | <p style="text-align: center;">RENTAL OF CONFERENCE EQUIPMENT FOR THE 36TH ATPF CEO MEETING</p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 221,000.00</u></p> <p><i>Event Details:</i></p> <p>Event Date - 18 October 2023 (08:00 AM - 09:00PM) Ingress Date - 18 October 2023 (03:00AM - 7:00AM) Egress Date - 18 October 2023 (10:00PM - ONWARDS) Venue - Fairmont Makati 1, Raffles Drive, Makati Ave, Makati, 1224 Metro Manila</p> <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
RENTAL OF CONFERENCE EQUIPMENT FOR 36th ATPF CEO MEETING**

I. EVENT DETAILS

| | |
|---------------------|--|
| Event Date | October 18, 2023 (08:00 AM – 09:00PM) |
| Ingress Date | October 18, 2023 (03:00AM – 7:00AM) |
| Egress Date | October 18, 2023 (10:00PM – ONWARDS) |
| Venue | Fairmont Makati 1, Raffles Drive, Makati Ave, Makati, 1224 Metro Manila |

II. EVENT REQUIREMENTS

| SPECIFICS | NO. OF UNITS | DESCRIPTION |
|---|----------------------|---|
| Equipment Rental | | |
| Table-top conference microphones | 21 units | Wireless Microphone system: Ultra-high frequency 8-Channel UHF Gooseneck Conference wireless Microphone receiver and four professional antennas with high frequency stability and accuracy and red-light indicator Wireless receiver and transmitters of gooseneck condenser microphone with base. wireless system designed for large meeting places. UHF Professional Gooseneck Microphone with a flexible gooseneck. |
| 55" Floor-mounted TV Monitors | 3 units | 55" TV connected to conference presentation |
| Convenience outlet per table | 10 units | Universal Convenience Outlet |
| Connecting of TV monitors to Hotel Projectors | 1 lot | |
| Audio System | 1 lot | Digital Mixin Console, Array speakers, powered speakers, snake cables |
| RGB Light towers | 6 sets | |
| Manpower | | |
| Standby operator | At least 2 operators | Standby operators for the whole event in controlling provided mixers/receivers. Meals for operator to be provided by the contractor |

III. INDICATIVE PROGRAM

| TIME | SPECIFICS |
|--|--|
| 9:00 – 10:00am | Pre-meeting Courtesy Call of ATPF CEO Delegates and JETRO Officials to DTI Secretary Alfredo Pascual (1hr), <i>Namayan Room</i> |
| Registration and Distribution of Conference Kits | |
| PROGRAM PROPER | |
| 10:00-10:05am | Welcome Remarks by CITEM Executive Director, Amb. Edward L. Fereira, Ph.D (5mins) |
| 10:05-10:10am | Opening Remarks by JETRO Chairman (5mins) |
| 10:10-10:30am | Keynote Address on <i>ASIA as Central Trade Hub through Innovation and Creativity</i> by DTI Secretary Alfredo E. Pascual (20mins) |
| 10:30-10:40am | Photo Opportunity (10mins) |
| 10:40-10:55am | Coffee/Tea Break (15mins) |
| 10:55-11:05am | Introduction of Participants and Adoption of Agenda (10mins) |

| | |
|--|---|
| 11:05-11:15am | Report on the 31st ATPF Working Level Meeting (10mins) Secretary General, ATPF WLM |
| 11:15-11:20am | Open Discussion on the report / Q&A (5mins) |
| Session 1 – Entrepreneurship and Startups | |
| 11:20-11:40am | Keynote Speech – Senator Mark Villar (to be invited, 20 mins) |
| 11:40-11:50am | Presentation - TPO 1: Hong Kong (10mins) |
| 11:50am-12:00nn | Presentation - TPO 2: Japan (10mins) |
| 12:00nn-1:00pm | LUNCH |
| 1:00-1:10pm | Presentation - TPO 3 (10mins) |
| 1:10-1:40pm | Q&A and Discussion (30mins) |
| END OF SESSION 1 | |
| Session 2 - Unleashing Cross-Border Potential through Creative Industries | |
| 1:40-2:00pm | Keynote Speech - Congressman (to be invited, 20mins) |
| 2:00-2:10pm | Presentation – TPO 4: Philippines c/o Competitiveness and Innovation Group (10mins) |
| 2:10-2:20pm | Presentation - TPO 5: Malaysia (10mins) |
| 2:20-2:30pm | Presentation - TPO 6 (10mins) |
| 2:30-3:00pm | Q&A and Discussion (30mins) |
| 3:00-3:15pm | Coffee/Tea Break (15mins) |
| END OF SESSION 2 | |
| 3:15-3:45pm | Top Leaders Meeting (Exclusive meeting for CEOs) Agenda: TBD (may include Determination of ATPF Hosts Moving Forward) |
| 3:45-4:00pm | Conclusion of the Meeting (15mins) by JETRO Overview of Presentations and discussions Announcement of the 37th ATPF CEO Meeting |
| 4:00-4:15pm | Closing Remarks Executive Director, Amb. Edward L. Ferreira, Ph.D |
| 4:15 – 6:00pm | BREAK / TIME TO REFRESH (All Delegates) |
| 6:00 - 9:00pm | ATPF Dinner Reception Welcome Remarks – Undersecretary Ceferino S. Rodolfo Cultural Presentation c/o Tourism Promotions Board Dinner with Live Musical Performance |

VI. ESTIMATED BUDGET

The above expense shall be charged to the ODED / ATPF budget with an approved budget of **Two Hundred Twenty-Two Thousand Pesos (₱221,000.00)**.


VII. TERMS AND CONDITIONS

1. The Approved Budget of Contract (ABC) for the project is **Two Hundred Twenty-Two Thousand Pesos (₱221,000.00)**. Inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. This contract shall use Small Value Mode of Procurement and shall be awarded to the lowest calculated bidder. This contract shall be awarded 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.

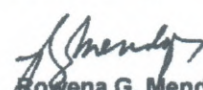
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