

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-2024-0117

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 CREATE PHILIPPINES X MIPAM KICK OFF PROGRAM

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

Approved Budget for the Contract	: PHP 100,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 08 July 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 08 July 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 09 July 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru 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)

- 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)

- DTI Registration or SEC Registration or government issued document reflecting years in the industry and primary business**
- List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract**

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



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

CITEM.BAC.FR.009
 REV 1



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: 01 July 2024
 RFQ No.: 2024-0117

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: 08 July 2024	Time: 05:00PM
Schedule of Opening of Qualitative Evaluation Documents: 08 July 2024	Time: 05:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 09 July 2024	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF PRODUCTION OUTFIT FOR CREATE PHILIPPINES X MIPAM KICK OFF PROGRAM</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 100,000.00</u></p> <p><u><i>(Please see attached Terms of Reference for more details.)</i></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
HIRING OF PRODUCTION OUTFIT FOR
CREATE PHILIPPINES X MIPAM KICK OFF PROGRAM**

I. Event Details

Event Specifics	Create Philippines x MIPAM – Kick off program
Event Dates	July 11, 2024
Ingress Date	July 11, 2024 (Exact time to be advised)
Egress Date	July 11, 2024 (Exact time to be advised)
Venue	University Theater - University of the Philippines, Manila

II. Indicative Program

TIME		ACTIVITY	SPEAKER/PARTY INVOLVED
1:30PM		Registration	CCP
1:30PM	02:00PM	CCP Institutional Video, CITEM Institutional Videos, CCP Chime	CCP Tech
02:00PM	02:05PM	Opening Spiels	Emcee Jill Samodio
02:05PM	02:10PM	Introduction of Guests and Performer	Emcee Jill Samodio
02:10PM	02:30PM	Opening Program	CCP President Kaye C. Tinga CITEM ED Leah P. Ocampo Performance, other VIPs*
02:30PM	02:35PM	Introduction of Keynote Speaker 1	Emcee Jill Samodio
02:35PM	03:05PM	Keynote 1: The Creative Industry & Global Market	Mr. Dennis Marasigan, Vice President and Artistic Director of the Cultural Center of the Philippines
03:05PM	03:10PM	Introduction of Keynote Speaker 2	Emcee Jill Samodio
03:10PM	03:40PM	Keynote 2: Expanding Horizons - International Opportunities	Ms. Vanini Belarmino, Founder and Managing Partner of Belarmino&Partners
03:40PM	04:00PM	Q & A - Panel	Moderator Ms. Jill Samodio
04:00PM	04:00PM	Presentation of Regional Partners and Speakers	Moderator Ms. Jill Samodio
04:00PM	04:05PM	Closing Remarks	Mr. Dennis Marasigan, Vice President and Artistic Director of the Cultural Center of the Philippines
04:05 PM		CCP Forthcoming Activities Loop, CITEM Forthcoming Activities Loop	CCP

III. Requirements

SPECIFICS	NO. OF UNITS	DESCRIPTION
LED Wall	1 lot	9 ft x 12ft with System, structure and structure covering
Lighting Provision	1 lot	Lighting provision applicable for conference speakers
Basic Sound System	1 lot	Ideal for a small theater of 150 pax
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	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 team, and to handle over-all show production and stage direction
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

IV. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 90%

Note: Only bidders who pass the Qualitative Evaluation shall proceed with the opening of financial bid.


CRITERIA	VALUE POINT
<p>1. Expertise and Experience Length of experience in the industry whose primary business should be live events production/contractor.</p> <p>Length of business:</p> <ul style="list-style-type: none"> • 10 years or more (50 points) • 5-9 years (20 points) • 4 years and below (10 points) <p>Document Required: DTI Registration or SEC Registration or government-issued document reflecting years in the industry and primary business.</p>	50
<p>2. Experience in locally held international live event production The company must have completed locally held international live event production with quality and good standing within the last 5 years.</p> <ul style="list-style-type: none"> • 5 Live events or more (25 points) 	25

<ul style="list-style-type: none"> 1-4 Live events (15 points) <p>Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.</p>	
<p>3. Experience in handling production outfit government projects for the past 5 years</p> <ul style="list-style-type: none"> 15-20 Government projects (25 points) 10-14 Government projects (15 points) 5-9 Government projects (10 points) 4 and below Government projects (5 points) <p>Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.</p>	25
TOTAL	100


V. TERMS AND CONDITIONS

- The Agency-estimated Approved Budget of Contract (ABC) for the project is **One Hundred Thousand Pesos (₱100,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
- 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.
- 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:


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STIDS - EDD
CCSD

Recommending Approval:


Norman D. Bagulbagul
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OIC – Department Manager
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Approved by:


Leah Pulido Ocampo
Executive Director, CITEM

