

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-2024-0125

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 CAPACITY
BUILDING SEMINAR PHASE 1**

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

Approved Budget for the Contract	: PHP 850,000.00
Pre-bid Conference	: 09 July 2024, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 12 July 2024, 05:00PM
Opening of Qualitative Evaluation Documents	: 12 July 2024, 05:00PM
Opening of Eligibility Documents and Financial Bid	: 16 July 2024, 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. 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.
- Latest Income/Business Tax Return**
- 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)

- Any 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: _____

Date: 05 July 2024
RFQ No.: 2024-0125

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.

Schedule of Pre-Bid Conference: 09 July 2024	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 12 July 2024	Time: 05:00PM	
Schedule of Opening of Qualitative Evaluation Documents: 12 July 2024	Time: 05:00PM	
Schedule of Opening of Eligibility Documents and Financial Bid: 16 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 CAPACITY BUILDING SEMINAR PHASE 1</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 850,000.00</u></p> <p><i>Event Title: Navigate the Touring Circuit A Capacity-Building Program for the Performing Arts</i></p> <p>Capacity Building 1 – Luzon Leg Date: July 28-30, 2024 Location: CDC-HSD Multi-Purpose Training Hall, Clark City</p> <p>Capacity Building 2 – Mindanao Leg Date: August 1-3, 2024 Location: Mindanao Leg at Audio Visual Room, University Library, Jose Rizal Memorial</p> <p>Capacity Building 3 – Visayas Leg Date: August 27-30, 2024 Location: Bohol (Exact location to be confirmed)</p> <p><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: _____



CENTER FOR INTERNATIONAL
TRADE EXPOSITIONS AND MISSIONS



**TERMS OF REFERENCE
HIRING OF PRODUCTION OUTFIT FOR
CREATE PHILIPPINES X MIPAM
CAPACITY BUILDING SEMINAR – PHASE 1**

I. Event Details

Event title	Navigate the Touring Circuit A Capacity-Building Program for The Performing Arts	
Schedule	Dates	Location
Capacity Building 1 <i>Luzon Leg</i>	July 28-30, 2024	CDC-HSD Multi-Purpose Training Hall, Clark City
Capacity Building 2 <i>Mindanao Leg</i>	August 1-3, 2024	Mindanao Leg at Audio Visual Room, University Library, Jose Rizal Memorial
Capacity Building 3 <i>Visayas Leg</i>	August 27-30, 2024	Bohol (Exact location to be confirmed)

II. Indicative Program

DAY 1					
Time Start	Time End	Duration	Activity	Person-in-Charge	Remarks
08:30	09:00	00:30	Registration	CCP	
09:00	09:15	00:15	Opening Program	CCP, Venue Partner	
09:15	09:45	00:30	CCP Overview	CCP	
09:45	10:00	00:30	Break		
10:00	11:30	01:30	SESSION 1: Production Management & Event Logistics 1	CCP / Ms. Lorraine Macatangay	Overview of Production Management (Terminologies, Objective, Profile of PM, Production Schedule, Safe Spaces Handbook)
11:30	12:00	00:30	SESSION 1: Q & A		
12:00	13:00	01:00	Lunch Break		
13:00	14:30	01:30	SESSION 2: Production Management & Event Logistics 2	CCP / Ms. Lorraine Macatangay	Personnel Management, Finance and Legal Documentation (Team, Org Structure, Contract, Taxes, Budget, Liquidation, Procurement)

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14:30	15:00	00:30	SESSION 2: Q & A		
15:00	15:15	00:15	Break		
15:15	16:45	01:30	SESSION 3: Production Management & Event Logistics 3	CCP / Ms. Lorraine Macatangay	Logistics Planning and Management (Supplier Coordination, Scheduling, Tech Riders, Mounting & Dismantling, Production Book)
16:45	17:15	00:30	SESSION 3: Q & A		
17:15	18:00	00:45	MENTORING		
DAY 2					
Time Start	Time End	Duration	Activity	Person-in- Charge	Remarks
08:30	0900	00:30	Registration	CCP	
0900	0930	00:30	Recap of Day 1 / Ice Breaker Activity	CCP	*No morning break, coffee available in conference room
0930	1100	01:30	SESSION 1: Tour Planning & Management 1	CCP / Ms. Chinggay Bernardo /Madz Regional Partner	Overview of Tour Planning & Management (Preparing artists & production, Sponsorship Package, Marketing & Promotions, Sponsorship & Linkages)
1100	1130	00:30	SESSION 1: Q & A		
1130	1230	01:00	Lunch Break		
1230	1400	01:30	SESSION 2: Tour Planning & Management 2	CCP / Ms. Chinggay Bernardo / Madz / Regional Partner	Logistics and Travel Preparation (Itinerary, Budget, Travel Preparation, Travel Requirements)
1400	1430	00:30	SESSION 2: Q & A		
1430	1450	00:20	Break		
1450	1620	01:30	SESSION 3: Tour Planning and Management 3	CCP / Ms. Chinggay Bernardo / Madz / Regional Partner	Tour Execution and Venue Management (Venue, Technical Equipment, Production Cargo, Logistical Arrangements)
1620	1650	00:30	SESSION 3: Q & A		
1650	1730	00:40	MENTORING		

DAY 3

Time Start	Time End	Duration	Activity	Person-in-Charge	Remarks
0830	0900	00:30	Registration	CCP	
0900	0915	00:15	Recap of Day 2	CCP	<i>FOCUS</i>
0915	1015	01:00	SESSION 1: Sustaining Your Arts Organization	CITEM	Pricing the Production
1015	1035	00:20	SESSION 1: Q & A		Finding Resources (Cash Support, Sponsorship, Pledges, Donations)
1035	1055	00:20	<i>Break</i>		Selling Rights and Buying Rights (Rights Liscensing like Korea Management Commission, specifically if we are to participate in International Arts Fair/Market)
1055	1155	01:00	SESSION 2: Business Matters and Funding Strategies	CITEM	
1155	1215	00:20	SESSION 2: Q & A		
1215	1315	01:00	<i>Lunch Break</i>		
1315	1415	01:00	SESSION 3: Storytelling and Pitching	CITEM	
1415	1435	00:20	SESSION 3: Q & A		
1435	1500	00:25	<i>Break</i>		
1500	1600	01:00	SESSION 4: Branding and Marketing	CITEM	
1600	1620	00:20	SESSION 4: Q & A		
1620	1700	00:40	MENTORING		
1700	1715	00:15	Wrap Up / Closing Remarks	CCP, CITEM, Venue Partner	
1715	1730	00:15	Awarding of Certificates	CCP / CITEM	

III. Requirements

SPECIFICS	NO. OF UNITS	DESCRIPTION
Mobilization and Demobilization	1 lot x 3 Capacity Buildings (3 days each)	Inclusive of accommodation, transportation and mobilization cost
LED Wall	1 lot x 3 Capacity Buildings (3 days each)	9 ft x 12ft with System, structure and structure covering
Lighting Provision	1 lot x 3 Capacity Buildings (3 days each)	Lighting provision applicable for conference speakers
Basic Sound System	1 lot x 3 Capacity Buildings (3 days each)	Ideal for a small theater of 150 pax
Production team	3 pax x 3 Capacity Buildings (3 days each)	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax x 3 Capacity Buildings (3 days each)	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 x 3 Capacity Buildings (3 days each)	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 The company should be 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: Any 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) • 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>	25
<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. APPROVED BUDGET

The Agency-estimated Approved Budget of Contract (ABC) for the project is **Eight-Hundred Fifty Thousand Pesos (P850,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.

***NOTE:** Each capacity building event requirement shall be supported by individual CSSR and Job order from CITEM and Service Invoice and delivery receipt. These documents shall be the basis of payment together with the individual Job Order. Accumulated individual Purchase Requests shall not exceed the total approved budget for the contract.*

Additional Orders, if the need arises, can be made directly to the winning contractor, provided there is an approved budget for the additional order.

VI. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Eight-Hundred Fifty Thousand Pesos (P850,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.


2. 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.
3. The Contractor may sub-contract the technical requirements only, such as but not limited to, LED Wall, Lighting and Audio requirements, and other equipment needed to implement the requirements. With this arrangement, the contractor must guarantee consistent quality standard equipment
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.

VII. CONDITIONS FOR PAYMENT

Payment shall be made to the contractor every after event has been delivered based on the actual mobilization/transportation-related costs and technical requirements completed and approved by CITEM.

The proposed payment scheme for the project will be billed progressively upon the issuance of the Service Invoice and Delivery Receipt of the contractor every after event.

Prepared by:


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STIDS - EDD
CCSD

Recommending Approval:


Norman D. Baguilbagul
OIC - Department Manager
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Executive Director, CITEM

