

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-2021-0032

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 HOST FOR FAME+ DIGITAL EVENTS 2021

(Please see attached Request for Quotation Form for more details.)

Approved Budget for the Contract	: PHP 250,000.00
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: 24 May 2021, 12:00NN
Opening of Bids	: 25 May 2021, 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 *Notice of Award* shall only be issued to the lowest calculated 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 as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.

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. Notarized Omnibus Sworn Statement

Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.

4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

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 Portfolio / List of events indicating:**
 - Proof of years of experience in event hosting
 - Corporate or media events the company has hosted within the last five (5) years
 - International or local institutional or government-related events the company has launched within the last five (5) years

Bidders shall submit these documents, 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
- As highly encouraged, online submission to the BAC Secretariat 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 an hour before the date and time of the Opening of Bids indicated above.

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: 18 May 2021RFQ No.: 2021-0032

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 and submitted to CITEM BAC.

Schedule of Opening of Bids: 25 May 2021 **Time:** 02:00PM **Venue:** ZOOM / CITEM Office

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p>HIRING OF HOST FOR FAME+ DIGITAL EVENTS 2021 <i>Please see attached Term of Reference for more details.</i></p> <p>The host shall be contracted by CITEM for the span of 7 (seven) months from 31 May 2021 – 18 December 2021 with a minimum number of 15 (fifteen) digital events and maximum of 20 (twenty) digital events.</p> <p>PROJECT: MANILA FAME – 2021 SUBJECT: MANILA FAME - 2021</p> <p><u>APPROVED BUDGET FOR THE CONTRACT:</u> Php 250,000.00</p> <p><u>DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS, FINANCIAL BID, AND QUALITATIVE EVALUATION DOCUMENTS:</u> 24 May 2021, 12NN</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 (TOR) HIRING OF HOST FOR FAME+ DIGITAL EVENTS 2021

I. BACKGROUND

Last October 2021, CITEM launched FAME+, Manila FAME's digital trade platform for Filipino brands, products, and artisanship. Designed to complement the future physical tradeshows, FAME+ provides a bigger and better platform for Filipino artisans to reach a wider global audience and expand engagement between exporters and buyers.

With this transition of Manila FAME from the physical to the digital space, CITEM would continue to promote the website and to educate and capacitate our stakeholders through our Digital Events.

II. RATIONALE

Following the full digitization of CITEM Signature events, the agency will be hosting different webinars and trainings in equipping our stakeholders.

In organizing the FAME+ Digital Events, CITEM intends to hire a host that shall

- (1) facilitate the webinars intended for FAME+.
- (2) manage the participants to interact and participate during the Q&A.
- (3) manage the webinars to maintain the order of program of the whole event.

III. EVENT OBJECTIVES

1. To further establish CITEM as a source of market trends and trade insights, as well as strengthen its ties among its stakeholder.
2. To educate exhibitors and the general public thru scheduled informative webinars.
3. To promote local brands to potential buyers thru featuring their products in pre-recorded or live videos and/or webinars.

IV. PERIOD OF ENGAGEMENT

The Host shall be contracted by CITEM for the span of **7 (seven) months from 31 May 2021 – 18 December 2021** with a **minimum number of 15 (fifteen) digital events** and a **maximum number of 20 (twenty) digital events**.

V. EVENT HOST QUALIFICATIONS

1. Must be knowledgeable in the furniture, fashion, home décor and lighting industry.
2. Must be knowledgeable in the target market of Manila FAME.
3. Has the ability to properly communicate the script provided by CITEM
4. Has the ability to properly communicate the questions raised from the viewers.
5. Has the ability to establish connection with the speakers.
6. Must be available in all the scheduled FAME+ Events. (Event calendar shall be provided by CITEM)

VI. EVENT HOST RESPONSIBILITIES

1. The Host must be available during the Technical rehearsal as scheduled by CITEM Digital Events Team
2. The Host must be available for the Event Dates as scheduled by CITEM Digital Events Team
3. The Host must be in a presentable attire during the Actual Event Date.
4. The Host must secure script copy given by the Hired Production Team.
5. The Host must cover spiels during event incase technical difficulties occur.
6. Follow cues from the hired Director via cloud meeting platform.
7. Ensure good conversation, event objective, flow and talk points must be discussed during the event.

VII. CITEM

1. Provide the script that the host shall be reading in all the scheduled events for FAME+
2. Provide the final calendar where the events are plotted.
3. Provide necessary pre-work and post-work files, materials, information and necessary resources that the host will be needing;
4. Provide inputs and direction on the desired tone of the program;

VIII. REQUIREMENTS AND TECHNICAL EVALUATION

CITEM will conduct a procurement process per Republic Act (RA) 9184. To fully satisfy and so as not to compromise the quality of the requirements, a qualitative evaluation is necessary in the selection process. A Technical Working Group will be assigned to evaluate the interested bidders using the following criteria.

Submission of documentary requirements. Below is the eligibility qualitative rating:

QUALIFICATIONS (80% passing score)	Documentary Requirements	POINTS
I. Proof of Events Management Experience (50 points)		
Proof of years of experience in event hosting <i>More than 5 years: 50 points</i> <i>3 years to 5 years: 25 points</i> <i>1 to 3 years: 10 points</i> <i>Less than a year: 0</i>	Company portfolio / List of events	50 points
II. Event Management Experience and Credentials (50 points)		
Corporate or media events the company has hosted within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>	Company portfolio / List of events	35 points
International or local institutional or government-related events the company has launched within the last 5 years: <i>At least 3: 20 points</i> <i>At least 2: 10 points</i> <i>At least 1: 5 points</i> <i>None: 0</i>		15 points
Total		100 points

IX. ESTIMATED BUDGET

The above expense shall be charged to the Manila FAME October 2021 budget with a total maximum budget allotment of Two Hundred and Fifty Thousand Pesos (₱250,000.00).

X. PAYMENT TERMS

TRANCHE OF PAYMENT	PERCENTAGE	SCHEDULE OF PAYMENT
First Tranche	40% of Total Bidded Amount of Contractor	Production of 8 th Digital Event
Second Tranche	60% of Total Bidded Amount of Contractor	Completion of all Digital Events as supplied by CITEM

XI. EQUITABLE PAYMENT FOR THE ACTUAL EVENTS PRODUCED

The Digital Production team to be engaged shall be given corresponding equitable payment from the total amount should the events be decreased

PARTICULARS	PAYMENT
Production of 15 - 20 Events	100% of Total Contract Amount
Production of 11 - 14 Events	70% of Total Contract Amount
Production of 7 - 10 Events	50% of Total Contract Amount
Production of 4 - 6 Events	30% of Total Contract Amount
Production of 1 - 3 Events	15% of Total Contract Amount

XII. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is Two Hundred and Fifty Thousand Pesos (250,000.00) 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 shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.

Prepared by:

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CITEM