

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-2021-0038

**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 PROGRAM PRODUCER AND COORDINATOR**  
**CONFERENCE DAY 2: TECHNOLOGY & E-SPORTS TRACK**  
*(Please see attached Request for Quotation Form for more details.)*

Approved Budget	: PHP 998,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 31 May 2021, 12:00NN
Opening of Qualitative Evaluation Documents	: 31 May 2021, 12:00NN
Opening of Eligibility Documents and Financial Bid	: 01 June 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](mailto: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)*

- 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.*
- 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**  
*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.*
- 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 Profile indicating:**
  - Proof of years of experience in producing and managing major events involving the creative industries
  - List of Company Portfolio and Clients (with project names indicated) from both public and private sectors
  - List of past and current relationships / industry affiliations with key players and influential personalities in the local and international Filipino creative community
  - List and profiles of proposed speakers for the requirement as indicated in Section IV.1 of the Terms of Reference.
  - Proof of past projects or initial communication with the proposed speakers

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 through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection may be 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 Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as 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](mailto: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](mailto:citembac@citem.com.ph)

## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: \_\_\_\_\_

Date: 26 May 2021

Company Name: \_\_\_\_\_

RFQ No.: 2021-0038

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](mailto:citembac@citem.com.ph).

<b>Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents:</b>	<u>31 May 2021</u>	<b>Time:</b>	<u>12:00NN</u>
<b>Schedule of Opening of Qualitative Evaluation Documents:</b>	<u>31 May 2021</u>	<b>Time:</b>	<u>12:00NN</u>
<b>Schedule of Opening of Eligibility Documents and Financial Bid:</b>	<u>01 June 2021</u>	<b>Time:</b>	<u>2:00PM</u>
		<b>Venue:</b>	<u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF PROGRAM PRODUCER AND COORDINATOR CONFERENCE DAY 2: TECHNOLOGY &amp; E-SPORTS TRACK</b></p> <p><i>Please see attached Term of Reference for more detailed requirements and scope of responsibility.</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 998,000.00</u></b></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 CREATE Philippines 2021

### Hiring of Program Producer and Coordinator Conference Day 2: Technology & E-sports Track

#### I. Background

The Center for International Trade Expositions and Missions (CITEM) is the export promotion arm of the Philippine Department of Trade and Industry (DTI). CITEM is committed to developing, nurturing, and promoting globally competitive small and medium enterprises (SMEs), exporters, designers, and manufacturers by implementing an Integrated Approach to Export Marketing in partnership with other government and private entities.

For three decades, CITEM has established the country's image as the premier destination for quality export products and services. It continues to set the highest standards of creativity, excellence and innovation to achieve export competitiveness in the international market.

CITEM first implemented programs supporting the Philippine creative industry from 2009 until 2011. In 2017, CITEM renewed its support for the industry with CREATE Philippines, the trade industry platform that brings together the creative industry for business, networking, and knowledge sharing.

This year, CREATE Philippines' flagship event is **Creative Futures**, a 2-day online conference which aims to gather the Filipino creative community and establish a path towards the future of the Philippine creative economy. The conference will focus on the current state of the creative economy and the future of the industry.

With the aim of bringing together the different creative industries in the country, Creative Futures will feature a full range of speakers, panelists, and moderators from a variety of sectors such as animation, game development, illustration, architecture, design, and film. Day 2 of the conference will be centered on the theme of **The Future of the Creative Industry**, which explores the implications of technological advancements and trends such as non-fungible tokens (NFTs) and e-sports on the future of the Philippine creative industry.

The series of talks and discussions on Day 2 aim to spark conversation on the potential of adopting NFTs and building a reliable infrastructure to strengthen local creative industries especially visual arts, film, and e-sports. As such, it is necessary to secure a diverse panel of speakers and panelists who are well-versed experts in the subject matter and are key figures in their respective industries. Likewise, the moderators and facilitators of the discussions must also be highly engaging and knowledgeable in the creative industries.

#### II. Objective

To ensure the desired quality of speakers and level of discussions during the event, it would prove beneficial for CITEM to hire a reputable **Program Producer and Coordinator** who is able to secure the engagement of specific artists and key figures in the creative industries. The Program Producer and Coordinator must be intimately acquainted with both the public sector and the creative industries and can coordinate and produce an engaging and impactful program on Day 2 of the conference.

### III. Scope of Work and Deliverables

1. Scout for, invite, and assign speakers, panelists, and moderators of the conference based on the initial inputs of the hired Communications and Content Director and Producer, and subject to the following requirements\*:

<b>Technology and Tourism</b>	
<b>Deliverables of the Producer</b>	<ul style="list-style-type: none"> <li>• Produce a 30-45-minute long pre-recorded roundtable discussion among the Resource Person/s on technology and tourism</li> <li>• Organize two 15-20-minute long breakout sessions by select Resource Persons on the above topic</li> </ul>
<b>Target profile of Resource Person/s</b>	<p><u>Presenters/Panelists</u></p> <ul style="list-style-type: none"> <li>• Must be well-respected in the creative industry, and recognized specifically for their work in technology, visual arts, and tourism, as substantiated by:               <ul style="list-style-type: none"> <li>○ their body of work / work experience;</li> <li>○ recognition from relevant local publications; or</li> <li>○ endorsements from the relevant industry associations or key industry figures</li> </ul> </li> </ul> <p><u>Moderator / Session Facilitator</u></p> <ul style="list-style-type: none"> <li>• Must have at least five (5) years of experience in hosting or organizing conferences and events in the creative sectors, preferably technology, visual arts, and tourism</li> </ul>
<b>Target Resource Person/s</b>	<p><u>Presenters/Panelists</u></p> <ul style="list-style-type: none"> <li>• At least 2 experts on the subject of technology and tourism (subject to screening and approval of CITEM)</li> </ul> <p><u>Moderator / Session Facilitator</u></p> <ul style="list-style-type: none"> <li>• An experienced moderator of discussions relevant to the topic (subject to screening and approval of CITEM)</li> </ul>

<b>Design, Technology, and Tourism</b>	
<b>Deliverables of the Producer</b>	<ul style="list-style-type: none"> <li>• Produce a 30-45-minute long pre-recorded video presentation by the Presenters/Panelists on the importance of design and technology in promoting tourism and local businesses in amidst a pandemic, specifically on La Union's Great Northwest Project</li> <li>• Produce three 30-45 min. ambient AVPs on the above topic</li> </ul>
<b>Target profile of Resource Person/s</b>	<p><u>Presenters/Panelists</u></p> <ul style="list-style-type: none"> <li>• Must be well-respected in the creative industry, and recognized specifically for their work in technology, design, and tourism, as substantiated by:</li> </ul>

	<ul style="list-style-type: none"> <li>○ their body of work / work experience;</li> <li>○ recognition from relevant local publications; or</li> <li>○ endorsements from the relevant industry associations or key industry figures</li> </ul>
<b>Target Resource Person/s</b>	<u>Presenters/Panelists</u> <ul style="list-style-type: none"> <li>• Kiddo Cosio Co-founder, El Union, The Great Northwest Project</li> </ul>

<b>E-sports and Events</b>	
<b>Deliverables of the Producer</b>	<ul style="list-style-type: none"> <li>• Produce a 30-45-minute long pre-recorded video presentation by the Presenters/Panelists on e-sports and events in the Philippines</li> <li>• Organize a 15-20 minute roundtable discussion with the Presenters/Panelists on the above topic</li> </ul>
<b>Target profile of Resource Person/s</b>	<u>Presenters/Panelists</u> <ul style="list-style-type: none"> <li>• Must be well-respected in the creative industry, and recognized specifically for their work in e-sports, game development, or events management, as substantiated by: <ul style="list-style-type: none"> <li>○ their body of work / work experience;</li> <li>○ recognition from relevant local publications; or</li> <li>○ endorsements from the relevant industry associations or key industry figures</li> </ul> </li> </ul> <u>Moderator / Session Facilitator</u> <ul style="list-style-type: none"> <li>• Must have at least five (5) years of experience in hosting or organizing conferences and events in the creative sectors, preferably in e-sports, game development, or events management</li> </ul>
<b>Target Resource Person/s</b>	<u>Presenters/Panelists</u> <ul style="list-style-type: none"> <li>• At least 2 experts on the subject of e-sports, game development, and events management (subject to screening and approval of CITEM)</li> </ul> <u>Moderator / Session Facilitator</u> <ul style="list-style-type: none"> <li>• 1 industry figure who fits the above profile (subject to screening and approval of CITEM)</li> </ul>

<b>Film</b>	
<b>Deliverables of the Producer</b>	<ul style="list-style-type: none"> <li>• Produce a 30-45 minute long pre-recorded video presentation by the Main Speaker on film and its importance in the future of the creative industry</li> </ul>
<b>Target profile of Resource Person/s</b>	<u>Main Speaker</u> <ul style="list-style-type: none"> <li>• Must have at least ten (10) years of experience in creating original content and body of work in film;</li> <li>• Must be a highly influential and well-respected figure in the field of film, as substantiated by:</li> </ul>

	<ul style="list-style-type: none"> <li>○ their body of work / work experience;</li> <li>○ recognition from relevant local and international publications and award-giving bodies</li> </ul>
<b>Target Resource Person/s</b>	<p><u>Main Speaker</u></p> <ul style="list-style-type: none"> <li>• Mr. Kidlat Tahimik National Artist of the Philippines for Film Award-winning filmmaker</li> </ul>

2. Provide updates on the status of engagement with the speakers, panelists, and moderators, as may be required by CITEM/Project Team;
3. Produce requirements from said speakers, panelists and moderators, such as, but not limited to: pre-recorded video presentations, speaker profiles and photos, advanced copy of slides, and other resource materials prior to the conference;
  - a. Ensure the appropriateness of content that will be used in presentation materials and videos from resource speakers, panelists, and moderators;
  - b. Ensure the high quality of videos and presentations that will be used during the event and apply the necessary editing/post-processing;
4. Facilitate communication and coordination with the speakers, panelists, and moderators regarding technical rehearsals, and other event-related information;
5. Represent the speakers, panelists, and moderators in scheduled meetings with CITEM/Project Team;
6. Ensure the attendance and work with CITEM/Project Team in the management of the speakers, panelists, and moderators during the event proper;
7. Pay the necessary fees and/or honoraria to the speakers, panelists, and moderators.

#### IV. Period of Engagement and Timeline

The **Program Producer and Coordinator for Day 2** shall be engaged upon receipt of Notice to Proceed until 15 July 2021, with the following timeline:

<b>SPECIFIC ACTIVITIES &amp; DELIVERABLES</b>	<b>INCLUSIVE DATES</b>
Onboarding and coordination meetings with the CREATE Philippines Project Team and the hired Communications and Content Director and Producer	One week after receipt of Notice to Proceed
Submission of Confirmed Lineup of Speakers	11 June 2021
Technical Rehearsal	Week of 21 – 25 June 2021
Conference Proper	28 – 29 June 2021
Report writing	30 June – 15 July 2021

**V. Mode of Procurement**

In accordance with R.A. 9184, the hiring of the Program Producer and Coordinator for Day 2 of the CREATE Philippines Conference shall be conducted through **Small Value Procurement**.

Bidders shall be required to submit a Qualitative Bid and Financial Bid.

**A. Qualitative Evaluation**

Bidders will be evaluated by an in-house Technical Working Group (TWG), based on the following documents to be submitted, and according to the below criteria:

<b>CRITERIA</b>	<b>DOCUMENTS TO BE SUBMITTED</b>	<b>POINTS</b>
Minimum five (5) years of experience in producing and managing major events involving the creative industries; <ul style="list-style-type: none"> <li>• More than 5 years experience - 20</li> <li>• 5 years experience – 15</li> <li>• Below 5 years - 0</li> </ul>	Company Profile	<b>20</b>
Experience in working and/or is currently working with at least two (2) government agencies and three (3) clients from the creative sector within the past two (2) years; <ul style="list-style-type: none"> <li>• Meets the above requirement - 20</li> <li>• Below requirement - 15</li> <li>• No experience working with government agencies or clients from creative sector - 0</li> </ul>	List of Company Portfolio and Clients (with project names indicated) from both public and private sectors;	<b>20</b>
Significant influence and connections to key institutions and industry figures in the local and international Filipino creative community. <ul style="list-style-type: none"> <li>• Highly influential network - 30</li> <li>• Quality of network does not meet the requirement – 15</li> <li>• No industry network - 0</li> </ul>	List of past and current relationships / industry affiliations with key players and influential personalities in the local and international Filipino creative community.	<b>30</b>
Capability to secure the engagement of CITEM's target speakers or must be able to provide suitable alternatives. <ul style="list-style-type: none"> <li>• List of proposed speakers contains the target speakers and/or meets the target profiles as specified in Section IV of this document – 30</li> <li>• List of proposed speakers does not meet the target requirements - 0</li> </ul>	<ul style="list-style-type: none"> <li>• List and profiles of proposed speakers for the requirement as indicated in Section IV.1 of this document.</li> <li>• Proof of past projects or initial communication with the proposed speakers.</li> </ul>	<b>30</b>
<b>TOTAL</b>		<b>100</b>

## B. Financial Bid

Only bidders who receive a minimum score of 85 in the Qualitative Evaluation shall proceed to the opening of the financial bid. Bidders shall provide a line-item breakdown of their financial bid, with Section VII as reference.

The lowest calculated and responsive bid shall be eligible to be awarded the contract.

## VI. Budget and Breakdown

Maximum budget allotment for the project inclusive of all applicable taxes is Nine Hundred Ninety Eight Thousand Pesos (Php 998,000.00), broken down as follows:

<b>PARTICULARS</b>	<b>ESTIMATED COST</b>
Honoraria for Speakers 8 speakers	848,000.00
Production Cost 6 pre-recorded videos / AVPs, inclusive of post-processing	150,000.00
<b>TOTAL</b>	<b>Php 998,000.00</b>

The above expense shall be charged to the **CREATE Philippines Budget for 2021**.

## VII. Schedule of Payment

The expected outputs (deliverables) of project and the corresponding payment schedule are as follows:

<b>Output/Milestone</b>	<b>% (percentage)</b>
Upon submission of confirmed lineup of speakers	50%
After completion of the event	50%

The expected outputs (deliverables) of project and the corresponding payment schedule are as follows:

<b>Output/Milestone</b>	<b>Expected Date of Delivery</b>	<b>% (percentage)</b>
Upon submission of confirmed lineup of speakers	2 <sup>nd</sup> week of June 2021	50%
After submission of post-event report	15 July 2021	50%

## VIII. Agreement Between Parties



**1. Taxes and Fees**

The Agency-estimated Approved Budget of Contract (ABC) of Nine Hundred Ninety Eight Thousand Pesos (Php 998,000.00) for the project is inclusive of all applicable taxes and fees as may be incurred in the process;

**2. Assessment**

The bidder shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project;

**3. Deduction / Penalties**


CITEM reserves the right to make the necessary deductions and/or penalties from the total payment in the event of:

- a. Inability of the Program Producer and Coordinator to meet the required number of speakers, moderators and panelists as prescribed by CITEM/Project Team;
- b. Non-appearance of any of the speakers, moderators or panelists during the event;
  - i. In case of emergencies, a suitable replacement/proxy speaker may be recommended, subject to the approval of CITEM;
  - ii. Should the replacement/proxy speaker be approved by CITEM, no deductions/penalties shall be incurred.
- c. Deductions/penalties shall be made according to the breakdown of the contract price provided by the Program Producer and Coordinator.


Prepared by:

  
KATHERINE V. DELA CRUZ  
TIDS, OG1-Signature Events


Noted by:

  
MARJO F. EVIO  
Division Chief, OG1-Signature Events

Recommending Approval:

  
ATTY. ANNA GRACE I. MARPURI  
OIC-DM, Operations Group 1

Approved by:

  
PAULINE SUACO-JUAN  
Executive Director

