

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-2025-0168-R1

**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 SUBJECT-MATTER EXPERT AGENCY AND PRODUCTION OUTFIT FOR
CREATEPHILIPPINES X SONIK SESSIONS AT FÊTE DE LA MUSIQUE 2025**

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

Approved Budget for the Contract	: PHP250,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 23 June 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 24 June 2025, 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)

- Portfolio/Curriculum Vitae of panelist/s**
- Any valid documentary proof of expertise and experience as an agency working on capacity building activities**
- List/portfolio detailing their completed locally held international live events**

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: 19 June 2025

RFQ No.: 2025-0168-R1

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: **23 June 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: **24 June 2025**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF SUBJECT-MATTER EXPERT AGENCY AND PRODUCTION OUTFIT FOR CREATEPHILIPPINES X SONIK SESSIONS AT FÊTE DE LA MUSIQUE 2025</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP250,000.00</u></p> <p>Date Needed / Delivery Date: <u>25-26 June 2025</u></p> <p><u>(Please see attached Terms of Reference for more details.)</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

PROJECT DETAILS	
Title	Hiring of Subject-Matter Expert Agency and Production Outfit for CREATEPhilippines X Sonik Sessions at Fête de la Musique 2025
Project, if applicable	Navigate the Touring Circuit: A Capacity-Building Program for the Performing Arts Phase 2 Leg 3
Period of Engagement / Date of Delivery or Date Needed	Ingress: June 25, 2025 Event Proper: June 26, 2025 Egress: June 26, 2025
Location	The Astbury, Makati
Approved Budget for the Contract	PHP250,000.00
Documents Attached	Purchase Request, Budget Attachments

I. Rationale / Objective

As part of its ongoing mission to promote and empower the Philippine creative industries, **CREATEPhilippines** is rolling out **Phase 2 Leg 3 of Navigate the Touring Circuit (NTC): A Capacity-Building Program for the Performing Arts**. As the previous legs catered to dance and theater groups, this leg will focus on the music sector and will be co-located with **Sonik Sessions** during **Fête de la Musique Philippines 2025**—a nationwide celebration of music and one of the country's most vibrant music festivals, to ensure more music stakeholders will be properly serviced.

This year's **Sonik Sessions** will feature high-impact programming including panel discussions on music export, artist showcases, and possible roundtable conversations that explore the business and creative intersections of the music industry. To ensure a dynamic and seamless event experience, it is essential to engage a professional agency that combines subject-matter expertise in the music industry with technical production capabilities.

The selected agency will be responsible for both the **content development and facilitation** of key sessions, as well as the **provision, installation, operation, and dismantling** of all necessary **event production components**—including sound systems, lighting, streaming, and multimedia displays. Their combined knowledge and execution will be instrumental in delivering a meaningful and world-class experience for both participants and audiences.

II. Detailed Scope of Work	Remarks
a. Panel Discussion Programming <ul style="list-style-type: none"> Seek the approval of CITEM on the totality of the design of the program Identify the names of speakers/facilitators who will join the in-person panel discussions on the following topics: <ul style="list-style-type: none"> Exporting Filipino Sound: The Roadmap to Global Success Creative Economy 2.0: How Music Drives Economic Growth Crossing Borders with Sound: The Power of Digital Platforms in Music Export 	Registration Fields shall be provided by CITEM

<ul style="list-style-type: none"> • Produce CITEM-approved registration form and campaign materials and provide CITEM access to responses and materials • Allow CITEM to record the training session either for documentation or campaign material productions • Provide certification of participation to session participants by request 	
b. Program and Talent <ul style="list-style-type: none"> • Manage and execute the program flow • Provide the host for the program • Onboard live performers for entertainment 	To be supervised by CITEM's project officer
c. Project Management and Coordination <ul style="list-style-type: none"> • Assign a project manager for coordination meetings, ingress proper and during the event in collaboration with CITEM's project officers. • Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress. 	To be supervised by CITEM's project officer and Contractor's assigned project lead
d. Supply of Technical Requirements <p>a.1 Lighting System</p> <ul style="list-style-type: none"> ○ Design and provide stage lighting and ambient lighting applicable for the event. ○ Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights. ○ Ensure lighting is synchronized with event programming, including performances and presentations (if applicable) ○ Provide control consoles and trained operators for real-time lighting adjustments. ○ Implement energy-efficient and safe lighting solutions compliant with venue regulations. <p>a.2 Sound System</p> <ul style="list-style-type: none"> ○ Supply professional-grade microphones (wired, wireless, lapel, headset) for speakers. ○ Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output. ○ Provide on-site sound engineers to monitor and adjust audio levels as needed. ○ Minimize audio feedback, echoes, and disturbances during live presentations. 	Equipment listing is on a rental basis unless otherwise indicated.
e. On-Site Support <ul style="list-style-type: none"> • Provision of sufficient manpower to work solely for this requirement during ingress and egress proper. • Provide technical assistance during the event to address any issues promptly. • Assign personnel for on-site troubleshooting and support throughout the exhibition. 	Manpower checklist must be forwarded as part of the qualification listing of this requirement
f. Dismantling	

<ul style="list-style-type: none"> • Safely dismantle and remove all structural requirements after the event within the given egress period. 	
<p>g. Turn-over of Purchased Items</p> <ul style="list-style-type: none"> • All above item/s is/are the property of CITEM after the event unless indicated as rental. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD) with proper documentary requirements. 	<p>Notations are available on the checklist whether an item is purchased or on a rental basis</p>
IV. Roles and Responsibilities of the Contractor	
<ul style="list-style-type: none"> • Provide a conducive venue to host the program • Cover the Professional Fees of panelists and performers, if necessary • Attend coordination meeting and technical rehearsals as required by CITEM • Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for Sonik Sessions 2025 • Provide sufficient manpower and materials for the installation of the requirement • Complete the scope of work as per agreed timeline with CITEM • Host Script based on the Technical Script • Promote the activity and CREATEPhilippines among its network • Engage in interviews intended for promotion, if necessary • Should there be any clause left unclear, the Service Provider should adhere to CITEM's guidelines and decision 	
V. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM)	
<ul style="list-style-type: none"> • CITEM Project officer will be providing the following requirements: <ul style="list-style-type: none"> a. Technical Script • CITEM EDD Designer shall be providing the following requirements: <ul style="list-style-type: none"> b. Design and Technical Drawings of the stage c. Directional signage requirements d. Venue Enhancements (if applicable) • Market the event through existing promotion channels and network of the agency • Ensure regular coordination with the contractor to ensure the smooth implementation of the workshop components • Handle collection of participants' feedback/evaluation forms • Lead onsite participant management • Schedule a post-event evaluation meeting • Timely processing of payment to the contractor 	
VI. Other Conditions	
<p>Contractors will undergo a mandatory site visit or participate in an online meeting and assessment conducted by a representative from the Creative Services Division.</p>	

IV. Event Details

SONIK SESSIONS 2025	
Theme: Un Monde	
Venue: The Astbury	
Date/Time	Session Title
3:00 PM	Welcome Aperitifs & Delegates Mixer
3:30 PM	Opening Remarks: <i>French Embassy</i> <i>CITEM</i>
3:45 PM	Keynote Moment: "Sonic Bridges: Exporting Culture Through Sound" Suggested speaker:
4:00 PM	Performance 1: GABBA / Tarsius
4:30 PM	Industry Panel 1
5:00 PM	Industry Panel 2
5:45 PM	Performance: Jose Miguel /SOS
6:00 PM	Closing Remarks
6:10 PM	Networking

V. Technical Requirements

SPECIFICS	NO. OF UNITS	DAYS	DESCRIPTION
TECHNICAL REQUIREMENTS			
Lighting Provision (Lobby Conference)	1 lot	1 day	Lighting provision applicable for the program
Professional Sound System	1 lot	1 day	Specific requirements – must include: (7 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Monitor Screens	2 units	1 day	Monitor Screens that mirror the LED Screen onstage
MANPOWER (9 pax. in total)			
Registration	2 pax	1 day	Shall be in-charge of welcoming participants and capturing participant data for the database.
Host / Masters of Ceremony	1 pax	1 day	Shall be in-charge of welcoming guests, introducing speakers, providing needed fillers during the program, announcing the upcoming events/activities, and moderate the panel session if necessary.
Production team	3 pax	1 day	Shall be in-charge of the installation and dismantling of the lighting and sound equipment

Audio and Visual Operators	2 pax	1 day	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	1 day	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
OTHER REQUIREMENTS			
Event script	1-day event script		Must provide a transcript where the dialogue of the hosts and moderators, and one or more presenters and the order in which they will occur is indicated.

VI. Mode of Procurement

☒ Small Value Procurement

VII. Qualitative Evaluation

☒ REQUIRED / ☐ NOT REQUIRED

Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least **80 points** will proceed to the opening of financial bid. The contract shall be awarded to the lowest calculated and responsive bidder.

CRITERIA	VALUE POINT
1. Roster of Panelists The company must have a network of resource persons that could handle above-mentioned topics. <ul style="list-style-type: none"> • 3 or more panelists with portfolio/CV showing experience in the topics (40 points) • Less than 3 panelists with portfolio/CV showing experience in the topics (30 points) • With no panelists with portfolio/CV showing experience in the topics (0 points) • Document required: Portfolio/CV of panelist/s	40
2. Expertise and Experience The company should have at least one (1) year of relevant experience as an agency working on capacity-building activities focusing on music export. (30 points)	30

Document required: Any valid documentary proof	
3. 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. <ul style="list-style-type: none"> • 5-8 Live events or more (30 points) • 3-4 Live events or more (20 points) • 1-2 Live events (10 points) 	30
Document Required: List/portfolio detailing their completed locally held international live events	
TOTAL	100

Proposed Technical Working Group TWG members

Chairman: Katrina Alyssa Ledesma-Muan

Member 1 and 2: Julian Torralba, Vea Santos

Focal Person: Shaira Joy N. Nacino

VIII. Terms of payment

Deliverable	% of Payment
100% On-boarded CITEM-Approved Panelists for the program	50%
Conduct of the event with Post-event Report/Final Accomplishment Evaluation of Workshops	50%

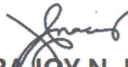
IV. Risk Protection and Management

Deductions shall be implemented under the following conditions:

- 20% deductions will be applied for each undelivered item listed in the "Items to Bid" section of this requirement.
- A 20% deduction will be imposed for the late turnover of requirements if deemed unreasonable.

Inability of the contractor to conduct the 1-day training program for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity. However, should the failure to conduct the training be caused by circumstances beyond the reasonable control of the contractor, including but not limited to force majeure events, the sessions shall be rescheduled to a mutually agreed upon date.

Prepared by:


SHAIRA JOY N. NACINO
STIDS – SBD-CSD

Noted by:


MARJO F. EVIO
Department Manager, SBD

Recommended by:


KATRINA ALYSSA LEDESMA-MUAN
OIC – SBD-CSD

Approved by:


ROMLEAH JULIET PULIDO-OCAMPO
Executive Director, CITEM