

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-2025-0093

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 OFFICIAL PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2025

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

Approved Budget for the Contract	: PHP800,000.00
Schedule of Pre-Bid Conference	: 08 April 2025, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 14 April 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 15 April 2025, 02:00PM

Conduct of Pre-bid Conference and Opening of Bids shall be held virtually thru Zoom and shall be open to all pro-spective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citem-bac@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)

1. **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.
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. **Latest Income / Business Tax Return**
4. **Notarized Omnibus Sworn Statement**
5. **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)

- i. **Any government-issued document reflecting years in the industry and primary business**
- ii. **List/Portfolio detailing:**
 - **Complete locally held international live events with attached certificate of completion from contracting agency / proof of contract**
 - **Complete food-oriented live event production with attached certificate of completion from contracting agency / proof of contract**
- iii. **Profiles and events of proposed Host**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. 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: 04 April 2025
RFQ No.: 2025-0093

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: 08 April 2025	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 14 April 2025	Time: 05:00PM	
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 15 April 2025	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	HIRING OF OFFICIAL PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2025 <u>APPROVED BUDGET FOR THE CONTRACT:</u> <u>PHP800,000.00</u> Date Needed / Delivery Date: <u>Ingress: 19-21 May 2025</u> <u>Event Proper: 22-24 May 2025</u> <u>Egress: 24 May 2025</u> <u>(Please see attached Terms of Reference for more details.)</u>		

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 Official Production Outfit for IFEX PHILIPPINES 2025
Project, if applicable	IFEX PHILIPPINES 2025
Period of Engagement / Date of Delivery or Date Needed	Ingress: May 21, 2025 Event Proper: May 22, 23, 24, 2025 Egress: May 24, 2025
Location	World Trade Center, Metro Manila, Philippines
Approved Budget for the Contract	PHP 800,000.00
Documents Attached	Agency Estimate, Purchase Request, Design Approval Sheet, Budget Attachments

I. Rationale / Objective

IFEX Philippines is the country's premier business-to-business and export-oriented international trade show for food, beverages, and ingredients. This highly anticipated event will take place at the World Trade Center, Metro Manila, from May 22 to 24, 2025.

This year's edition will feature a series of key events, including the Opening Ceremony and Appreciation Dinner on the first day, as well as the IFEX Kitchen, where renowned chefs and culinary experts will showcase live cooking demonstrations.

To ensure the seamless execution of these events, it is essential to engage a professional production outfit responsible for the provision, installation, operation, and dismantling of LED screens, lighting systems, and sound equipment. Their expertise will play a crucial role in delivering a high-quality and immersive experience for all participants of IFEX Philippines 2025.

II. Detailed Scope of Work

a. Supply of Technical Requirements

a.1 LED Display Solutions

- Supply and install LED walls/screens for the designated areas
- Ensure high-resolution display, proper brightness, and seamless integration with the event's AV system.
- Provide video processing equipment, including media players, switchers, and control systems.
- Support multiple input formats for presentations, videos, and live feeds.
- Conduct pre-event testing and ensure all LED screens function correctly throughout the event.

a.2 Lighting System

- Design and provide stage lighting and ambient lighting applicable for the event.

Remarks

Equipment listing is on a rental basis unless otherwise indicated.

<ul style="list-style-type: none"> ○ 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.3 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. 	
<p>b. Project Management and Coordination</p> <ul style="list-style-type: none"> ● Assign a project manager to 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. 	<p>To be supervised by CITEM's project officer and Contractor's assigned project lead</p>
<p>c. Installation and Set-up</p> <ul style="list-style-type: none"> ● Transport materials and components to the event venue ● Assemble the structural requirements onsite, ensuring stability and proper functionality 	<p>To be supervised by CITEM's project officer and Contractor's assigned project lead</p>
<p>d. On-Site Support</p> <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. 	<p>Manpower checklist must be forwarded as part of the qualification listing of this requirement</p>
<p>e. Dismantling</p> <ul style="list-style-type: none"> ● Safely dismantle and remove all structural requirements after the event within the given egress period. 	
<p>f. 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>
<p>IV. Roles and Responsibilities of the Contractor</p>	
<ul style="list-style-type: none"> ● Attend coordination meeting and technical rehearsals as required by CITEM. ● Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for IFEX Philippines 2025. ● Provide sufficient manpower and materials for the installation of the requirement. ● Complete the scope of work within the ingress proper. 	

V. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM)

- CITEM EDD Designer shall be providing the following requirements:
 - a. Design and Technical Drawings of the stage
 - b. Directional signage requirements
 - c. Venue Enhancements (if applicable)
- CITEM Project officer will be providing the following requirements:
 - d. Technical Script
 - e. Final Program Script

VI. Other Conditions

First-time contractors will undergo a mandatory plant visit or participate in an online meeting and assessment conducted by a representative from the Exhibition Design Division.

IV. Event Details

a. Outline of Activities

No.	Particulars	Date / Time	Venue / Location
a.	Opening Ceremony	May 22, 2025 / 10:00am – 12:00nn	WTC Lobby
b.	Appreciation Night	May 22, 2025 / 6:00pm – 8:00pm	WTC Lobby
c.	IFEX Kitchen	May 22, 2025 / 01:00pm – 07:00pm May 23, 2025 / 10:00am – 07:00pm May 24, 2025 / 10:00am – 07:00pm	WTC Hall E

b. Indicative Programs

b.1 Opening Ceremony

Date/Time: May 22, 2025 | 10:00am
Venue / Location: World Trade Center, Lobby

Time	Activity	Speakers/People Involved	Requirements	Manpower
09:00am – 10:00am	Arrival and Registration of Guests		<ul style="list-style-type: none">• Stage• Sound system	<ul style="list-style-type: none">• Host/Emcee• Technical Crew for Equipment
10:00am – 11:30am	Invocation and National Anthem		<ul style="list-style-type: none">• Lighting system	
	Welcome Remarks	Hon. Ma. Cristina A. Roque Secretary, Department of Trade and Industry	<ul style="list-style-type: none">• LED Wall• Live Streaming• Cameras	
	Keynote Address	H.E. Ferdinand R. Marcos Jr. President Republic of the Philippines		
	Ceremonial Ribbon Cutting and Photo Opportunity	H.E. Ferdinand R. Marcos Jr. Secretary Ma. Cristina A. Roque		

		CITEM Executive Director Leah Pulido Ocampo PhilExport President Sergio Luis Ortiz		
	Video Presentation	IFEX Philippines 2025 and KATHA Awards for Food Winners AVP		
11:30am – 12:00nn	VIP Tour of the Exhibit and Food Sampling			

b.2 Appreciation Night

Date/Time: May 22, 2025 | 06:00pm – 08:00pm

Venue/Location: World Trade Center, Lobby

Time	Activity	Speakers/People Involved	Requirements	Manpower
06:00pm - 06:30pm	ANNOUNCEMENT VIA PA SYSTEM	Voice over	• Stage	• Host/Emcee
06:00pm - 06:10pm	Opening Spiel of Host	Host	• Sound system	• Technical Crew for Equipment
06:10pm - 06:20pm	Keynote Speech	TBA	• Lighting system	
06:20pm - 06:30pm	Special Message to Partners and Presentation of Certificate of Appreciate to IFEX Trade Partners		• LED Wall	
06:30pm - 06:55pm	Awarding Of Top Performing DTI Regional Trade Promotions Officers (TPOs)		• Live Streaming	
06:55pm - 07:10pm	KATHA AWARDS HIGHLIGHTS			
07:10pm - 07:25pm	Awarding of Best Booth Presentations (Individual and Group/ Regional)			

b.3 IFEX Kitchen

Date/Time: May 22, 2025 | 01:00pm – 06:00pm

May 23, 2025 | 10:00am – 07:00pm

May 24, 2025 | 10:00am – 07:00pm

Venue/Location: World Trade Center, Lobby

Time	Activity	Speakers/People Involved	Requirements	Manpower
Day 01				
01:00pm – 05:00pm	Cooking Demo / Product Presentation		<ul style="list-style-type: none"> • Stage • Sound system 	<ul style="list-style-type: none"> • Host/Emcee • Technical Crew for Equipment
Day 02 and Day 03				
10:00am – 07:00pm	Cooking Demo / Product Presentation		<ul style="list-style-type: none"> • Lighting system • LED Wall • Live Streaming • Cameras 	

c. Technical Requirements**c.1 Opening Ceremony**

Date/Time: May 22, 2025 | 10:00am

Venue / Location: World Trade Center, Lobby

SPECIFICS	NO. OF UNITS	DAYS / TIME	DESCRIPTION
TECHNICAL REQUIREMENTS			
LED Wall	1 lot	3 days / 10:00 am – 6:00pm	9 ft x 14ft with System, structure and structure covering
Lighting Provision	1 lot	0.5 day / 10:00 am – 12:00nn	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	3 days / 10:00 am – 6:00pm	Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	0.5 day / 10:00 am – 12:00nn	Live streaming and recording
MANPOWER			
Host / Masters of Ceremony	1 pax	0.5 day / 10:00 am – 12:00nn	<p>Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the program.</p> <p>Shall be in-charge of announcing the upcoming events and activities.</p>

Production team	3 pax	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	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
Cameramens	2 pax	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	In charge of switching views on monitor/ live.
Technical Director	1 pax	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	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	3-day event script		Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Opening Ceremony Props (flower/poppers/ any agreed props for the segment)	1 lot		Must provide the opening ceremony props agreeable with both the supplier and CITEM.
Live streaming	1 lot	1 day / 10:00 am – 12:00nn ; 06:00pm – 08:00pm	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

c.2 IFEX Kitchen

Date/Time: May 22, 2025 | 01:00pm – 06:00pm

May 23, 2025 | 10:00am – 07:00pm

May 24, 2025 | 10:00am – 07:00pm

Venue/Location: World Trade Center, Lobby

SPECIFICS	NO. OF UNITS	DAYS / TIME	DESCRIPTION
TECHNICAL REQUIREMENTS			
LED Wall	1 lot	3 days / 10:00 am – 6:00pm	9 ft x 12ft with System, structure and structure covering
LED Wall Housing	2 units	3 days / 10:00 am – 6:00pm	Fabrication and printing of LED Wall housing (<i>Technical detail shall be supplied by EDD</i>)
Lighting Provision	1 lot	3 days / 10:00 am – 6:00pm	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	3 days / 10:00 am – 6:00pm	Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	3 days / 10:00 am – 6:00pm	Live streaming and recording
Bleachers	2 units	3 days / 10:00 am – 6:00pm	3 Level Bleachers for 18 pax 10feet wide x 8 feet thick x 6 feet high
MANPOWER			
Host / Masters of Ceremony	1 pax	3 days / 10:00 am – 6:00pm	Shall be in-charge of introducing speakers or segments of IFEX Kitchen and providing needed fillers during program.
Production team	3 pax	3 days / 10:00 am – 6:00pm	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	3 days / 10:00 am – 6:00pm	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 overall show production and stage direction
Camerasmen	2 pax	3 days / 10:00 am – 6:00pm	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	3 days / 10:00 am – 6:00pm	In charge of switching views on monitor/ live.
Technical Director	1 pax	3 days / 10:00 am – 6:00pm	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	3-day event script	Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Live streaming	1 lot	3 days / 10:00 am – 6:00pm
		Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

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. Expertise and Experience The company should be at least 10 years in the industry whose primary business should be live events production/contractor. Length of business: <ul style="list-style-type: none"> • 10 years or more (20 points) • 5-9 years (10 points) • 4 years and below (5 points) Document Required: Any government-issued document reflecting years in the industry and primary business.	20
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. <ul style="list-style-type: none"> • 4-5 Live events or more (30 points) • 1-3 Live events (15 points) Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.	30
3. Experience in food-oriented live event production The company must have completed food-oriented live event production with quality and good standing within the last 5 years. <ul style="list-style-type: none"> • 3-5 Live events or more (40 points) • 1-2 Live events (20 points) 	40

Document Required: List/portfolio detailing their completed food-oriented live event production with attached certificate of completion from contracting agency / proof of contract.

4. Roster of Host

10

The company must be able to submit **at least three prospective hosts** for the event.

- Proposed Hosts has at least 3-5 food-oriented live events within the last 5 years (10 points)
- Proposed Hosts has at least 1-2 food-oriented live events within the last 5 years (5 points)

Document Required: Profiles and events of proposed Host

TOTAL

100

Proposed Technical Working Group TWG members

Chairman: Norman D. Bagulbagul

Member 1 and 2: Melvin Roxas, Rianna Custodio

Focal Person: Katherine May Apodaca

VIII. Terms of payment

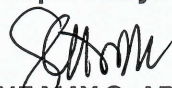
Full payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of the contractor's service invoice and delivery receipt.

IV. Risk Protection and Management

Deductions shall be implemented under the following conditions:

- A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division.
- Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement.
- A deduction will be imposed for the late turnover of requirements if deemed unreasonable.

Prepared by:



KATHERINE MAY G. APODACA
ADC – EDD, CCSD

Recommended by:



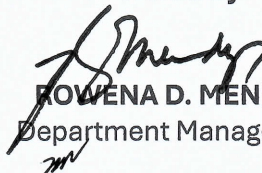
NORMAN D. BAGULBAGUL
Division Chief – EDD, CCSD

Noted by:



JOSEPH D. BERNAT
Department Manager, CCSD

Noted by:



ROWENA D. MENDOZA
Department Manager, CBD

Approved by:



ROMLEAH JULIET PULIDO-OCAMPO
Executive Director, CITEM