

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-2025-0097

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 CATERING SERVICES FOR THE SSX CONFERENCE

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

Approved Budget for the Contract	: PHP450,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 14 April 2025, 05:00PM
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 15 April 2025, 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 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. **Notarized Omnibus Sworn Statement**
4. **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.**

Post-Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- i. **Proposed menu per day**
- ii. **Photos of proposed buffet set up, table set up, food portion per pax, cutlery, table linens (if applicable uniformed waiters)**
- iii. **Company profile and list of clients**
- iv. **Copy of Contract, notice of award or confirmation letter from government clients**
- v. **Portfolio of projects (with description and event photos)**

Note: An actual presentation of food based on submitted menu will be conducted as part of the post-qualification process

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 and Financial Bid 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.: 2025-0097

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: 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	<p>HIRING OF CATERING SERVICES FOR THE SSX CONFERENCE</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 450,000.00</u></p> <p>Date Needed / Delivery Date: <u>22-23 May 2025</u></p> <p>Program Proper: May 22 (Thursday) 1:00pm-6:30pm May 23, (Friday) 9:00am-6:30pm</p> <p>Requirements:</p> <ol style="list-style-type: none"> G/F Lobby – 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height G/F Executive Lounge – 1 seater and 3 seater sofas with catering setup good for 20pax 2/F Two (2) Breakout Rooms – 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height; with coffee and water station on each room <p>Service: Full catering service with banquet head waiter and uniformed waiters; no single-use of plastics/disposable</p> <p>Food Setup in the Lobby (good for 230-280 pax) and Executive Lounge (good for 20pax) May 22- PM heavy snack (single-serving) May 23- AM and PM snack (single-serving), lunch buffet (mix of non-meat/plant-based/fish/vegetarian, rice, and dessert)</p> <p>Beverage Station: All day water, juice, coffee, and tea</p> <p>Bidders must include in their bid the proposed menu options</p> <p>Evaluation Criteria:</p> <ol style="list-style-type: none"> Eligibility Documents – Mayor's/Business Permit for the current year, Valid PHILGEPS Registration Number and Notarized Omnibus Sworn Statement <p><u>(Please see attached Terms of Reference for more details.)</u></p>		

Terms and Conditions:

- Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- Bid price must be **Inclusive of Value Added Tax**.
- Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 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.

A handwritten signature in blue ink, appearing to be 'A. Marpuri', written over the printed name.

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 HIRING OF CATERING SERVICES FOR SSX CONFERENCE

Title	SSX Conference
Date and Time	May 22, 2025 (1:00 pm-6:00 pm) May 23, 2025 (9:00am-6:00 pm)
Venue	Philippine Trade Training Center (PTTC), Pasay City
Guests Profile	Local and foreign food manufacturers and suppliers, trade buyers, importers, wholesalers, distributors, and retailers, policy makers, regulators and government units, researchers, academe, students, sustainability NGOs and advocates
Budget	PHP450,000.00
Number of Pax	250-300 pax

I. SSX CONFERENCE DESCRIPTION

The 18th edition of IFEX Philippines 2025 will feature SSX as a co-located event that combines a trade exhibition and conference, bridging sustainability initiatives with business solutions. As the country's largest B2B and export-oriented international trade show for food, beverages, and ingredients, IFEX Philippines 2025 will take place from May 22-24, 2025, at the World Trade Center Metro Manila, Pasay City, while the SSX Conference will be held from May 22-23, 2025, at the Philippine Trade Training Center (PTTC), Pasay City.

With this year's theme, "Green Innovation: Navigating Sustainable Solutions to Future-Proof the Philippine Food Industry," the SSX Conference highlights the critical role of technology and innovation in driving sustainable practices within the food industry. The event will feature thought leaders, policymakers, and industry pioneers discussing key topics such as circular economy practices, sustainable sourcing, waste reduction, and responsible consumption.

The conference aims to inspire MSMEs to embrace green innovations that reduce environmental impact, enhance resource efficiency, and promote sustainability across the food supply chain.

II. OBJECTIVE

To hire a catering service that will provide high-quality, sustainable, and culturally diverse meal options for the SSX Conference, ensuring a seamless dining experience for guests. The catering service should align with the event's commitment to sustainability by incorporating eco-friendly practices such as locally sourced ingredients, minimal food waste, and sustainable packaging.

III. SCOPE OF WORK

A. FOOD AND BEVERAGE

1. PTTC LOBBY (good for 230-280 participants in the PTTC lobby)

- May 22: PM heavy snacks (single serving)



- May 23: AM snacks (single serving) and Lunch buffet (must include non-meat/plant-based/fish/vegetarian options, rice, and dessert)
- Beverage Station: All day water, juice, coffee and tea
- 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height

2. EXECUTIVE LOUNGE (good for 20 speakers in the Executive Lounge)

- May 22: PM Heavy Snacks
- May 23: AM Snacks, PM Snacks, and Lunch Buffet (must include non-meat/plant-based/fish/vegetarian options, rice, and dessert)
- Beverage Station: All day water, juice, coffee and tea
- Including 1-seater and 3-seater sofas

3. BREAKOUT ROOMS (2nd Floor)

- May 23: PM Snack (single serving)
- Beverage Station: All day water, juice, coffee and tea
- Including 10 IBM tables with at least 18m length, 0.4m width, and 0.7m height
- Note: On the afternoon of the conference, participants from the lobby will proceed to the 2nd floor, where PM snacks should be available.

B. CATERING REQUIREMENTS

- Professional Banquet Head Waiter and adequate number of trained, uniformed service personnel
- No single-use plastics (eco-friendly materials required)
- Table setup must align with SSX branding

C. CORKAGE FEE & OTHER REQUIREMENTS

- A 20% corkage fee shall be included in the total billing if not accredited by the PTTC
- If awarded caterer has not previously worked with CITEM, a food tasting and setup presentation shall be required before final approval. For bidders with CITEM experience, staging and food tasting may or may not be requested.
- Food safety must always be observed and complied with (e.g. use of well-sanitized dining wares, silverwares, disposable wooden supplies and cutlery, service personnel in proper uniform with gloves and facemasks, food servings must be in chafing dish with food warmer etc.)

IV. EVALUATION AND SELECTION PROCESS

A. Post-Qualification Evaluation Criteria

- Minimum Passing Rate: 80%
- Awarding: The contract shall be given to the Lowest Calculated and Most Responsive Bidder



CRITERIA	DESCRIPTION	POINTS	REQUIRED DOCUMENTS
Menu selection	<ul style="list-style-type: none"> Variety of food suitable for international guests (15 pts.) Must include non-meat/plant-based/fish/vegetarian options (15 pts.) Food quality, taste, sanitation, and appearance (10 pts.) 	40	<ul style="list-style-type: none"> Proposed menu per day Actual presentation of food based on submitted menu
Presentation	<ul style="list-style-type: none"> Food Presentation (with chafing dish/food warmer) (15 pts.) Event Setup (aligned with SSX theme) (10 pts.) Quantity per serving (10 pts.) Elegance and cleanliness of cutlery, dining wares and linens (5 pts.) 	35	<ul style="list-style-type: none"> Photos of proposed buffet set up, table setup, food portion per pax, cutlery, table linens (if applicable), uniformed waiters Actual presentation of food based on submitted menu
Company profile	<ul style="list-style-type: none"> Company history, performance, and reputation (15 pts.) <ul style="list-style-type: none"> 5+ years experience – 15 pts. Less than 5 years -10 pts. 	15	<ul style="list-style-type: none"> Company profile List of clients



Portfolio of projects	<ul style="list-style-type: none"> Must have catered at least 2 government events (10 pts.) <ul style="list-style-type: none"> 2 or more government events experience – 10 pts. Less than 2 government events - 5 pts. 	10	<ul style="list-style-type: none"> Copy of contract, notice of award or confirmation letter from government clients Portfolio of projects (with description and event photos)
Total score		100	

Note:

- The lowest financial bid will be evaluated first.
- Bidders must present food samples (bite-sized) at the CITEM for tasting by the TWG members

V. BUDGET

The approved budget for hiring a catering service for the SSX Conference is **PHP 450,000.00**, covering a total of **250-300 pax (PTTC Lobby and Executive Lounge participants)** from May 22-23, 2025, at the Philippine Trade Training Center (PTTC), Pasay City.

Prepared by:


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Noted by:


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