

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-2025-0030

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 FOR CREATEPHILIPPINES 2025
NAVIGATE THE TOURING CIRCUIT CAPACITY-BUILDING PROGRAM PHASE II**

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

Approved Budget for the Contract	: PHP600,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 15 January 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 16 January 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. **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. **Portfolio/Curriculum Vitae of Facilitator/s**
- ii. **Any valid documentary proof indicating company's relevant years of experience as an agency working in capacity-building activities focusing on business matters, marketing, branding and most importantly, pitching and marketing strategies**
- iii. **Any valid documentary proof indicating company's experience in working with government agencies or private sector**
- iv. **Workshop Proposal**

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: _____

Date: 11 January 2025
 RFQ No.: 2025-0030

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 or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualification Documents: 15 January 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualification Documents: 16 January 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF SUBJECT MATTER EXPERT AGENCY FOR CREATEPHILIPPINES 2025 NAVIGATE THE TOURING CIRCUIT CAPACITY-BUILDING PROGRAM PHASE II</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 600,000.00</u></p> <p>Date Needed / Delivery Date: <u>1 week upon signing of Job Order</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

Title	Hiring of Subject-Matter Expert Agency for CREATEPhilippines 2025 Navigate the Touring Circuit Capacity-Building Program Phase II
Project, if applicable	<i>(CREATEPhilippines X Manila International Performing Arts Market) Navigate the Touring Circuit: A Capacity-building Program for the Performing Arts Leg 1 and 2</i>
Period of Engagement / Date of Delivery or Date Needed	<i>January 30-31, February 01, March 14-16, 2025</i>
Approved Budget for the Contract	<i>PhP 600,000</i>
Documents Attached	Purchase Request

I. Rationale/Objective

The RA 11904 identifies nine (9) creative domains, with the Performing Arts sector being one of them. Congressman Christopher “Toff” De Venecia encouraged to implement projects for this domain, given that there are already numerous government programs favoring the animation, game development, software creation sectors. Additionally, the Arangkada Philippines Policy Brief No. 10 in 2018, a joint project of the Joint Foreign Chambers of the Philippines, suggests that the performing arts can play a transformative role in nation-building through development of domestic market and international exports. As such, initiating projects for this sector will not only contribute to its development, but also the potential to increase the chance to export Filipino creativity.

The CITEM revived its partnership with the CCP with the plans to replicate its 2019 collaboration, but this time with the intent to ensure the readiness of the creatives in the aspect of doing business. Though the creative prowess of performing groups is undeniable, they need honing in terms of entrepreneurial perspective and business acumen. In 2024, the CITEM and CCP launched *Navigate the Touring Circuit: A Capacity-Building Program for the Performing Arts* to equip the creatives in terms of business know-hows, pitching strategies, branding, marketing, etc. before heading to the *CREATEPhilippines x Manila International Performing Arts Market 2026* as exhibitors. The Capacity-Building Roadshow Phase I in 2024 successfully covered the 3 main islands of the country: Clark, Pampanga for Luzon, Tagbilaran, Bohol for Visayas, and Dapitan, Zamboanga del Norte for Mindanao.

Phase II of the project will be implemented in 2025, with the first two legs scheduled in January and March. Phase I participants will be undergoing more intensive workshops focused on pitching and engaging with prospective clients. To guarantee the effectiveness of the project, a subject-matter expert agency is required who (1) has the credentials and abilities to tackle the business know-how’s, pitching strategies, crowdfunding and other similar client discovery and engagement methodologies of the performing arts; (2) has the experience in conducting 1-on-1 consultation and mentorship sessions assessing the performing art groups’ business preparedness and portfolio; and (3) has the capability to deliver a consistent message during the sessions that creativity and entrepreneurship go hand in hand as we move to promote the Filipino brand of creativity beyond our borders.

II. Detailed Scope of Work

A. Pre-Workshop Preparations

- a. Design a 2-leg training program on the following topics:
 - i. Pitching Strategies for Specific Audiences (i.e. Performing Arts Clients)
 - ii. Market Research and Engagement
- b. Design training decks and practical workshop activities capturing the above-mentioned topics
- c. Design worksheets to supplement the training sessions
- d. Seek the approval of CITEM and CCP (through online or onsite) on the totality of the design of the training program (including decks, worksheets and other supplementary materials)
- e. Identify the names of the speakers/facilitators that will join the in-person or digital training sessions and provide their press photo for CITEM's campaign material production

B. Workshop Proper

- a. Conduct the 2-day in-person training program at the Philippine Trade Training Center on January 30-31, 2025 for Leg 1 and at the assigned venue on March 14-15, 2025 for Leg 2.
- b. Tackle the two (2) above-mentioned topics
- c. In cases where CITEM could not secure the venues, conduct the 2-day session (lecture and mentorship) via an online platform such as Zoom or a similar videoconferencing app or website (e.g. Google Meet, Viber, etc.) with participants
- d. Provide the participants the digital copies of the training decks presented.
- e. Allow CCP/CITEM and the regional partners to record the training session either for documentation or campaign material production

C. Post-Workshop Activities

- a. Submit a post-event report of the whole roadshow series containing insights, suggestions, and way forward
- b. Provide certification of participation to training participants by request

III. Roles/Responsibilities of the Contractor/Supplier/Service Provider

- A. Cover the Professional Fee of the subject-matter expert agency
- B. Arrange transportation and lodging of the subject-matter expert agency, if necessary
- C. Print worksheets and other worksheet materials for 100 pax
- D. Attend pre-event alignment meetings with the CREATEPhilippines team, at least one (1) post-event debriefing meeting after each legs, and other meetings that may be called for by CITEM
- E. Promote the activity and CREATEPhilippines among its network
- F. Engage in interviews intended for promotion, if necessary
- G. Should there be any clause left unclear, the Service Provider should adhere to CITEM's guidelines and decision

IV. Roles/Responsibilities of Center for International Trade Expositions and Missions

- A. Provide one specific coordinator for the project
- B. Provide a conducive venue to host the workshop
- C. Market the event through existing promotion channels and network of the agency
- D. Ensure regular coordination with the Subject-Matter Expert Agency to ensure the smooth implementation of the workshop components
- E. Finalize Program Flow and script
- F. Provide food and refreshments for the program facilitator/s during the 2-day workshop
- G. Handle collection of participants' feedback/evaluation forms
- H. Lead onsite participant management
- I. Schedule a post-event evaluation meeting
- J. Timely processing of payment to the Subject-Matter Expert Agency

V. Mode of Procurement

Small Value Procurement (SVP)

VI. 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 **90 points** will proceed to the opening of financial bid. The contract shall be awarded to the **Lowest Calculated and Responsive Bidder**, after passing the Qualitative Evaluation.

Criteria	Documents	Points
The company must have a network of facilitators, resource persons that could handle above-mentioned topics. (30 points)	Portfolio/CV of facilitator/s	<ul style="list-style-type: none"> • 3 or more facilitators with portfolio/CV showing experience in the topics - 30 points • Less than 3 facilitators with portfolio/CV showing experience in the topics – 25 points • With no facilitator that can handle the above-mentioned topics - 0 points
The company should have at least two (2) years of relevant experience as an agency working on capacity-building activities focusing on business matters, marketing, branding, and most importantly, pitching, and market strategies. (25 points)	Any valid documentary proof	<ul style="list-style-type: none"> • 2 years and more - 25 points • Below 2 years - 0 points
The company should have experience (contracts) in working and/or is currently working with at least two (2)	Any documentary proof	<ul style="list-style-type: none"> • Experience with two (2) government agencies or three (3) clients from the

government agencies or at least three (3) clients from the private sector within the past two (2) years. (25 points)		private sector - 25 points <ul style="list-style-type: none"> • Experience with less than (2) government agencies or three (3) clients from the private sector - 20 points • With no experience - 0 points
The company must have a proposed workshop plan aligned with the objectives of the training program. (20 points)	Workshop Proposal	<ul style="list-style-type: none"> • With proposed workshop plan aligned with the objectives of the training program - 20 points • With proposed workshop plan partly aligned with the objectives of the training program - 10 points • With proposed workshop plan aligned with the objectives of the training program - 0 points
TOTAL		100 points

Note: For online submissions, state clearly what will be used for the submission i.e. drive link, hard drives, etc. and who will provide this CITEM or the bidder.

Proposed Technical Working Group TWG members

Chairman: Katrina Pineda

Member 1 and 2: Julian Torralba and Karla Dinglasan

Focal Person: Shaira Joy Nacino

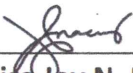
VII. Terms of Payment (may include tranches and milestones with timelines)

Deliverable	% of Payment
CITEM-Approved Training Program Proposal for the Navigate the Touring Circuit capacity-building program	20%
Conduct of the first leg	35%
Conduct of the second leg	35%
Post-event Report/Final Accomplishment Evaluation of Workshops	10%

VIII. Off-Setting, Penalties, or Deductions

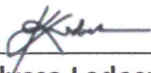
Inability of the Subject-Matter Expert Agency to conduct the 2-day training program for reasons deemed unjustifiable by CITEM shall result in the immediate cancellation of the contract with no further obligations or liabilities on the part of the contracting entity. However, should the failure to conduct the training be caused by circumstances beyond the reasonable control of the Subject-Matter Expert Agency, 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
SP-STIDS, SBD

Noted by:




Katrina Alyssa Ledesma-Muan
OIC, SBD-CSD



Marjot F. Evio
DM, SBD

Recommending Approval:



Ma. Lourdes D. Mediran
Deputy Executive Director

Approved by:



Leah Pulido Ocampo
Executive Director