

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-2024-0161

**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 PRODUCTION OUTFIT FOR SPECIAL EVENTS OF MANILA FAME 2024**

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

Approved Budget for the Contract	: <b>PHP 730,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: <b>02 September 2024, 05:00PM</b>
Opening of Qualitative Evaluation Documents	: <b>02 September 2024, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	: <b>03 September 2024, 02:00PM</b>

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](mailto: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.*
- Latest Income / Business Tax Return**
- 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)*

- DTI Registration or SEC Registration or any government issued document reflecting years in the industry and/or indicating that the primary business of the company is production outfit**
- List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract**

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](mailto: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](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)

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: 29 August 2024

RFQ No.: 2024-0161

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

Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>02 September 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Qualitative Evaluation Documents: <b>02 September 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Eligibility Documents and Financial Bid: <b>03 September 2024</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF PRODUCTION OUTFIT FOR SPECIAL EVENTS OF MANILA FAME 2024</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 730,000.00</u></p> <p><b>Event Date:</b> 17 to 19 October 2024  <b>Ingress Date:</b> 16 October 2024, 03:00PM  <b>Egress Date:</b> 19 October 2024, Closing of Event  <b>Venue:</b> World Trade Center – Lobby, Pasay City, Manila, Philippines</p> <p><b><i>(Please see attached Terms of Reference for more details.)</i></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  
PRODUCTION OUTFIT FOR SPECIAL EVENTS OF MANILA FAME 2024**

**I. Event Details**

<b>EVENT DATES</b>	October 17,18,19, 2024
<b>INGRESS DATE</b>	October 16, 2024 (03:00 pm)
<b>EGRESS DATE</b>	October 19, 2024 (Closing of Event)
<b>VENUE</b>	World Trade Center – Lobby, Pasay City, Manila, Philippines

**II. Outline of Activities**

SPECIFICS		DATE
a.	Katha Awards and Networking Reception	October 17, 2024 (04:00pm-08:00pm)
b.	Launch of Taglay Pinoy Digital Platform	October 18, 2024 (10:00am – 11:30am)
c.	Wayfinding / Information / Audio/Visual Equipment at the lobby for playing of Partner videos and other Manila FAME / CITEM video materials	October 17-19, 2024 (09:00am – 06:00pm)
d.	Other significant activities	October 17-19, 2024 (09:00am – 06:00pm)

**III. Indicative Program and Requirements**

**A. MANILA FAME 2024 KATHA AWARDS AND NETWORKING RECEPTION**

17 October 2024 | 04:00pm – 08:00pm

Lobby Stage, World Trade Center Metro Manila

TIME	SPECIFICS	SPEAKER
04:30pm – 05:00pm	Welcome Reception / Entertainment	
05:00pm – 05:05pm	Opening Remarks	Leah Pulido Ocampo Executive Director CITEM
05:05pm – 05:10pm	Opening Message	Ma. Cristina Aldeguer – Roque DTI Secretary
05:10pm – 05:15pm	Inspirational Message	Marie Louise Araneta-Marcos First Lady
05:15pm – 05:20pm	Presentation of token or certificate of appreciation	
05:20pm – 05:45pm	Presentation of Katha Awards	
05:45pm – 06:30pm	Cocktails	

## B. LAUNCH OF TAGLAY PINOY DIGITAL PLATFORM

18 October 2024 | 10:00am – 11:30am

Lobby Stage, World Trade Center Metro Manila

TIME	SPECIFICS	SPEAKER
10:00am – 10:10am	Welcome Reception / Preliminaries	
10:10am – 10:15am	Opening Message	Leah Pulido Ocampo Executive Director CITEM
10:15am – 10:20am	Welcome Message	Ma. Cristina Aldeguer – Roque DTI Secretary
10:20am – 10:25am	Inspirational Message	Congressman Toff De Venecia
10:25am – 10:35am	Ceremonial Launch of Taglay Pinoy Digital Platform	
10:35am – 10:45am	Walkthrough Video of the Taglay Pinoy Digital Platform	
10:45am – 11:30am	Serving of Food	

## IV. Event Requirements

The hired contractor shall supply the following requirements:

EQUIPMENT RENTAL		
SPECIFICS	NO. OF UNITS	DESCRIPTION
LED Wall	1 lot ; 3 days	9 feet x 12 feet with LED covering and riser
Lighting Provision	1 lot ; 2 days	Lighting provision applicable for Katha Awards and Networking Reception
Professional Sound System	1 lot ; 3 days	(1 lot) Sound System Specific requirements – must include: (4 units) Wireless microphones (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving) ; 2 days	Live streaming and recording
Stage	1 unit ; 3 days	6.00m x 2.40m x 0.60m H. Stage with black needle punch carpet. Contractor must provide stairs for ease of use of the stage.

<b>MANPOWER</b>		
<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DESCRIPTION</b>
Host / Masters of Ceremony	1 pax; 2 days	<p>Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the Katha Awards and Networking Reception</p> <p>Must meet with the CITEM project officer at least three or four days prior the show to familiarize with the Manila FAME program and to rehearse the script.</p> <p>Contracted according to the submitted final program by CITEM.</p> <p><i>(Must be approved by CITEM)</i></p>
String ensemble/Sax soloist/Violin Soloist Entertainment	1 pax ; 1 day	<p>String ensemble/Sax soloist/Violin Soloist - Performer prior start of Katha Awards and Networking Reception</p> <p><i>(Must be approved by CITEM)</i></p>
DJ for Entertainment	1 pax ; 1 day	<p>DJ for after program entertainment.</p> <p><i>(Must be approved by CITEM)</i></p>
Production team	3 pax ; 2 days	<p>Shall be in-charge of the installation and dismantling of all the inclusive equipment</p>
Audio and Visual Operators	2 pax ; 3 days	<p>In charge of operating the assigned equipment and ensuring the functionality of the rented equipment.</p> <p>Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction</p>
Cameramen	2 pax ; 2 days	<p>In charge of operating the camera during live broadcasts or other programming</p>
Camera Switch and monitor	1 pax; 2 days	<p>In charge of switching views on monitor/ live.</p>
Technical Director	1 pax ; 2 days	<p>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</p>

<b>OTHER REQUIREMENTS</b>		
<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DESCRIPTION</b>
Event script	3-day event script	<p>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.</p>
Live streaming	1 lot	<p>Production outfit must be able to stream the event on Manila FAME Facebook Page.</p> <p>Production outfit must also provide streaming</p>

		software. Streaming key/access shall be provided by CITEM.
1 TB hard drive	1 unit	Storage for all video recording of the program

## V. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated and Responsive Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 90%

*Note: Only bidders who pass the Qualitative Evaluation shall proceed with the opening of financial bid.*

CRITERIA	VALUE POINT
<p><b>1. Expertise and Experience</b> Length of experience in the industry whose primary business should be live events production/contractor.</p> <p>Length of business:</p> <ul style="list-style-type: none"> <li>• 10 years or more (50 points)</li> <li>• 5-9 years (20 points)</li> <li>• 4 years and below (10 points)</li> </ul> <p><u>Document Required:</u> <i>DTI Registration or SEC Registration or any government-issued document reflecting years in the industry and/or indicating that the primary business of the company is production outfit.</i></p>	50
<p><b>2. Experience in locally held international live event production</b> The company must have completed locally held international live event production with quality and good standing within the last 5 years.</p> <ul style="list-style-type: none"> <li>• 5-8 Live events or more (25 points)</li> <li>• 1-4 Live events (15 points)</li> </ul> <p><u>Document Required:</u> <i>List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.</i></p>	25
<p><b>3. Experience in handling production outfit of government projects for the past 5 years</b></p> <ul style="list-style-type: none"> <li>• 15-20 Government projects (25 points)</li> <li>• 10-14 Government projects (15 points)</li> <li>• 5-9 Government projects (10 points)</li> <li>• 4 and below Government projects (5 points)</li> </ul> <p><u>Document Required:</u> <i>List/portfolio detailing their completed government projects with attached certificate of completion from contracting agency / proof of contract.</i></p>	25
<b>TOTAL</b>	<b>100</b>

## VI. ESTIMATED BUDGET

The above expense shall be charged to the **Manila FAME 2024** budget with a total maximum budget allotment of **Seven Hundred Thirty Thousand Pesos (₱730,000.00)**.

## VII. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Seven Hundred Thirty Thousand Pesos (₱730,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
3. The winning Production Outfit shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.
4. In the event of non compliance or incomplete delivery of the above requirements, a deduction of 10% shall be applied to the total contract value.

### Prepared by:



**Katherine May G. Apodaca**  
EDD - CCSD

### Recommending Approval:



**Norman D. Bagulbagul**  
Acting Department Manager  
*Communications and Creative Services*  
Department



**Marjo F. Evio**  
Acting Department Manager  
*Service Business Department*

### Approved by:



**Leah Pulido Ocampo**  
Executive Director, CITEM