

**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-2024-0181-R2**

**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 CATERER FOR THE BUYER'S LOUNGE IN MANILA FAME 2024**

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

Approved Budget for the Contract	: <b>PHP 350,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	: <b>14 October 2024, 05:00PM</b>
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>15 October 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)*

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.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- i. **Menu for Selection**
- ii. **List of food plan / inclusions covered by the bid**
- iii. **Photos of Sample Area Set-up**
- iv. **Company Profile (year the company was established, history, background, vision and mission)**

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](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)



## REQUEST FOR QUOTATION

- |  |  |
|--|--|
| <input type="checkbox"/> Shopping with ABC of Php 50,001 and above | <input checked="" type="checkbox"/> Small Value Procurement with ABC of Php 50,001 and above |
| <input type="checkbox"/> Lease of Real Property and Venue          | <input type="checkbox"/> Others: _____   |

Date: 10 October 2024  
RFQ No.: 2024-0181-R2

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>14 October 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>15 October 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 CATERER FOR THE BUYER'S LOUNGE IN MANILA FAME 2024</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT:</u></p> <p><u>PHP 350,000.00</u></p> <p><i><u>(Please see attached Terms of Reference for more details.)</u></i></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  
Food & Beverage Caterer for Buyers' Lounge  
Manila FAME 2024**

**I. BACKGROUND AND RATIONALE**

One of the regular Manila FAME buyer care service is the Buyers' Lounge which aims to provide an exclusive area with access to food, refreshments, and business amenities to enhance sourcing experience of our Manila FAME buyers.

The Buyers' Lounge will be located on the trade floor to make it more accessible. It will be curated and styled reflecting a lifestyle vibe. This is to allow buyers to appreciate better Manila FAME products and to give more promotion and mileage to participating companies.

The Buyers' Lounge will need a concessionaire service that can meet the Manila FAME look and could provide an excellent food that suits an international palate.

**II. OBJECTIVES**

1. To engage a concessionaire that meets international standards of service, taste and could provide stylish set-up at par to the overall look of the lounge;
2. To provide a wide range of food menu for both local and foreign buyers with different discerning palate and diets.

**III. REQUIREMENT**

It is recommended to contract a food concessionaire that could provide professional service to Manila FAME's foreign and local buyers. They shall cover food and beverage provision, semi-self service or buffet service, table presentation and sanitation. These services will be exclusive to Manila FAME buyers and they are expected to deliver excellent service with world-class standard.

**IV. SCOPE OF WORK OF THE FOOD CONCESSIONAIRE**

The hired food concessionaire will be contracted during Manila FAME event proper on 17-19 October 2024. They are expected to perform the following duties:

AMENITIES	QUANTITY	OTHER REQUIREMENTS
Presentation		
Elegantly presented buffet table	1-2 lot (preferred dimension of 1.60m x 0.40m x 0.75m H)	Dressed according to approved theme and color
Banquet tables	Quantity and type to determined depending on the final space plan	Dressed according to approved theme and color
Banquet chairs		No monoblock chairs
Table centerpieces	At least one (1) for each table	<b>No plastic plants</b> and must match agreed theme and color
Plates, utensils, napkins		Always new and clean
Printed menu	1 per table	Layout design for approval of CITEM
Personnel / Staff		

Well groomed, uniformed and trained service staff and food attendants	At least 4 waiter per shift	<p>Can converse in English and should always be ready to serve with a smile or greet buyers and VIPs "Mabuhay"</p> <p>Must keep all tables clean and sanitized at all times.</p> <p>All wait servers must be wearing a face mask at all time. Face masks of servers must match their uniform.</p> <p>Wait servers at the buffet must be in hair net, apron, and plastic gloves.</p>
	1 chief waiter per shift	Must manage food provision and ensure that there will be available food for any buyer who will visit the lounge anytime during event proper.
<b>Food</b>		
Food provision for buyers	<ul style="list-style-type: none"> <li>• 17 October – 200 pax</li> <li>• 18 October – 120 pax</li> <li>• 19 October – 75 pax</li> </ul> <p>Below is the sample menu:</p> <p>Light morning snacks</p> <ul style="list-style-type: none"> <li>- Breads and pastries</li> <li>- Canapes/Sandwich</li> </ul> <p>Full Lunch</p> <ul style="list-style-type: none"> <li>- Soup with bread</li> <li>- Salad</li> <li>- Pasta / Noodles</li> <li>- Vegetarian Dish</li> <li>- Meat Dish (1 pork/beef, 1 chicken)</li> <li>- Fish Dish</li> <li>- Dessert</li> <li>- Fresh Fruit</li> </ul> <p>Light afternoon snacks</p> <ul style="list-style-type: none"> <li>- Filipino delicacies or dessert</li> <li>- Pasta</li> <li>- Sandwich</li> </ul>	<p>Offer different menu choices every day and every select eating time of the day to include but not limited to:</p> <ul style="list-style-type: none"> <li>• light morning snacks</li> <li>• full lunch</li> <li>• light afternoon snacks</li> </ul> <p>Each menu must be complemented with a drink and must have vegetarian option.</p>
Tea and water		Set-up a tea service station

**Other requirements:**

- Be liable for any casualty of its service and complaints regarding their service;
- Assign a person-in-charge on site for coordination of requirements and facilitation of services;



- Coordinate directly with the event venue regarding additional fees that will be required;
- Submit to CITEM OG1 a summary of the daily food consumption of guests;
- Turnover to CITEM OG1 all unconsumed food provision by the end of the day.

## V. QUALIFICATION AND SELECTION PROCESS

Each bidder shall be evaluated by the assigned Technical Working Group (TWG) and are required to undergo a Food Tasting and Presentation Screening (Qualitative Evaluation) after the opening of eligibility document and before the opening of financial bid.

To supplement the Qualitative Evaluation, bidders must submit the following documents:

- Menu for selection
- List of food plan / inclusions covered by the bid
- Photos of Sample Area Set-up
- Company Profile (year the company was established, history, background, vision and mission)

Bidders will be assessed based on the following criteria:

CRITERIA	DESCRIPTION	VALUE POINT
1. Company Profile	Has been in the food service industry for at least 5 years with experience in catering to international clientele	<ul style="list-style-type: none"> <li>• Has 5 years experience: 10 points</li> <li>• Has 1-4 year experience: 5 points</li> <li>• Has less than 1 year of experience: 0 points</li> </ul>
2. Food Taste & Consistency	Body, texture, and consistency: <ul style="list-style-type: none"> <li>• Food has been cooked/prepared properly.</li> <li>• Appropriate food texture is experienced when eaten.</li> <li>• Food makes the proper sound when chewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent: 20 points</li> <li>• Satisfactory: 10 points</li> <li>• Below Satisfactory: 0 points</li> </ul>
	Flavor: <ul style="list-style-type: none"> <li>• Taste is unique, delectable, and savory.</li> <li>• Use of appropriate combination of spices, seasonings, and/or condiment choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent: 20 points</li> <li>• Satisfactory: 10 points</li> <li>• Below Satisfactory: 0 points</li> </ul>
3. Visual Presentation	Overall color and color combinations, visual attractiveness, sizes and shapes of ingredients, serving size, signs of freshness	<ul style="list-style-type: none"> <li>• Excellent: 20 points</li> <li>• Satisfactory: 10 points</li> <li>• Below Satisfactory: 0 points</li> </ul>
	Elegance, attractiveness, and compatibility of cutlery, dining wares, linens and decorations provided	<ul style="list-style-type: none"> <li>• Excellent: 20 points</li> <li>• Satisfactory: 10 points</li> <li>• Below Satisfactory: 0 points</li> </ul>
3. Variety of Menu	Variety of food inclusions the concessionaire commits to cover/ provide and variety of food choices to select from.	<ul style="list-style-type: none"> <li>• Excellent: 10 points</li> <li>• Satisfactory: 5 points</li> <li>• Below Satisfactory: 0</li> </ul>

	BONUS: Provision of Halal option/s	• 10 points
<b>TOTAL</b>		<b>100</b>

Bidders who meet the passing score of 85.00 shall proceed with the opening of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract. This requirement will be procured through Small Value Procurement.

**VI. BUDGET AND PAYMENT TERMS**


The total budgetary requirement is **Php350,000.00 (inclusive of all applicable taxes)** to be sourced from Manila FAME 2024. The concessionaire will be paid in full after the show.

Prepared by:

  
**KATRINA ALYSSA C. LEDESMA**  
 STIDS, OG1-OTF

Recommending Approval:

  
**ANNA MARIE ALZONA**  
 DC, OG1-OTF

  
**MARJO F. EVIO**  
 OIC - DM, OG1

Approved by:

  
**LEAH PULIDO OCAMPO**  
 EXECUTIVE DIRECTOR

