

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-2025-0190

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 FOOD/CATERING SERVICES FOR THE CREATEPHILIPPINES GAMING MIXER
NIGHT AT PHILIPPINE GAMEDEV EXPO (PGDX) 2025**

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

Approved Budget for the Contract	: PHP265,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 07 July 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 08 July 2025, 02:00PM

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. 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. **Proposed menu**
- ii. **Actual presentation of food based on submitted menu (good for at least 4 pax)**
- iii. **Photos of proposed buffet setup, table setup, cutlery, uniformed waitstaff**
- iv. **Company profile including the year established**
- v. **List of clients**

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

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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: 03 July 2025
RFQ No.: 2025-0190

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: 07 July 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 08 July 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	HIRING OF FOOD/CATERING SERVICES FOR THE CREATEPHILIPPINES GAMING MIXER NIGHT AT PHILIPPINE GAMEDEV EXPO (PGDX) 2025 <u>APPROVED BUDGET FOR THE CONTRACT: PHP265,000.00</u> Date Needed / Delivery Date: <u>Ingress: 05:00PM, 25 July 2025; Event Proper: 07:00PM – 10:00PM, 25 July 2025; Egress: 10:30PM, 25 July 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

Title	Hiring of Food/Catering Services for the CREATEPhilippines Gaming Mixer Night at Philippine Gamedev Expo (PGDX)
Project if applicable	CREATEPhilippines x Philippines GameDev Expo (PGDX)
Period of engagement	From the issuance of Notice of Award to 25 July 2025
Approved Budget for the Contract	Php 265,000.00 inclusive of all applicable taxes
Documents Attached	APP and PR

I. Rationale and Objective

CITEM's signature program and brand for the Philippine Creative Industries, **CREATEPhilippines**, has launched various initiatives and interventions this year across its priority sectors: Performing Arts & Music, Communication Design, Animation, and Game Development.

For the Game Development sector, CREATEPhilippines is collaborating with the Game Developers Association of the Philippines (GDAP) as the Official Event Partner for the upcoming **Philippine GameDev Expo (PGDX)**, happening on **25–27 July 2025 at the SMX Convention Center**.

As the Official Event Partner, CREATEPhilippines will co-lead the event's trade and networking components, specifically the Biz Matching Meeting Area and the Gaming Mixer Night.

The Mixer Night, to be officially called as CREATEPhilippines Gaming Mixer Night, is scheduled on PGDX's Opening Night on 25 July 2025. It is designed to be an exclusive networking event that brings together around 250 key players and stakeholders in the local and international game development industry. The gathering will provide a relaxed yet engaging atmosphere for exhibitors, developers, investors, publishers, and partners to build meaningful connections, explore collaborations, and celebrate the opening of PGDX 2025.

In line with this, the project team is seeking to hire a professional catering service to deliver a high-quality dining experience on 25 July 2025 starting at 5:00 PM and ensure a smooth, well-coordinated service for all guests and attendees.

II. Detailed Scope of Work

A. Food and Beverage

1. Provide a well-balanced buffet-style dinner with waiter service for 200 guests.
2. Set up a beverage station offering a free-flowing selection of hot and cold drinks (e.g., water, coffee, tea, and juice), equipped with appropriate glassware and two (2) water dispensers.
3. Ensure the menu accommodates various dietary restrictions and preferences, including but not limited to religious, cultural, vegetarian, halal, and kosher requirements.

B. Catering Requirements and Physical Arrangements

1. Provide a complete set of dinnerware, cocktail plates, flatware, glassware, utensils and all other necessary dining materials good for up to 200 guests, with reasonable allowance.
2. Ensure that the buffet setup is equipped with food warmers to maintain proper serving temperatures throughout the event.
3. Supply tables and chairs for event use.
4. Deploy a professional Banquet Head Waiter and an adequate number of trained, uniformed service staff.
5. Provide takeout or to-go boxes when necessary.

C. Corkage Fee & Other Requirements

1. If the winning bidder is not an accredited company under the official venue for the CREATEPhilippines Gaming Mixer Night, a corkage fee might apply. This should be shouldered by the winning bidder.

2. Cover all incidental expenses in the performance of this agreement/package unless previously agreed to by the CITEM TWG.
3. Arrange for and shoulder their team and travelling (land transfers, accommodations, meals) and logistics (shipment, rentals, etc.) expenses and all necessary permits needed for the implementation of the program.
4. Comply with the ingress and egress guidelines of the official venue
Ingress: 25 July 2025; 5:00 PM
Egress: 25 July 2025; 10:30 PM
Note: Schedule might change
5. Remove and return to CITEM all left-over food in a well-packed container and in a professional manner.
6. Food safety must always be observed and complied with.
7. Keep premises clean and tidy during and after the event, no dishes will be allowed to be washed at the venue premises.

III. Mode of Procurement

- ☐ Public Bidding
- ☒ Small Value Procurement
- ☐ Direct Contracting
- ☐ Scientific, Artistic, Scholarly

IV. Qualitative Evaluation ☒ REQUIRED / ☐ NOT REQUIRED

Interested bidder/s should undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least 85 points will proceed to financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder. Lowest financial bid will be evaluated first. CITEM TWG to evaluate food through food tasting for 4 pax and evaluate the sample catering setup.

Food samples should be done at CITEM as day or two after the opening of bids.

Criteria	Description	Document/s to be submitted	Points
Menu Selection	<ul style="list-style-type: none"> - Food quality, taste, freshness – 25 points - Variety of food suitable to international guests – 10 points - Food must include non-meat, fish, vegetarian options – 10 points 	<ul style="list-style-type: none"> • Proposed menu • Actual presentation of food based on submitted menu (good for at least 4 pax) 	45 points
Presentation	<ul style="list-style-type: none"> - Food presentation (w/ chafing dish/food warmer) – 10 points - Quantity per serving – 10 points - Event Setup (aligned with PGDX theme) – 10 points - Elegance of cutleries, dinner wares, linens, floral arrangements, look and uniform of the waitstaff provided – 10 points 	<ul style="list-style-type: none"> • Photos of proposed buffet setup, table setup, cutlery, uniformed waitstaff 	40
Company Profile	Company history, performance, and reputation: <ul style="list-style-type: none"> - 3 or more years of experience – 15 points - Less than 3 years – 10 points 	<ul style="list-style-type: none"> • Company profile including the year established • List of clients 	15
Total			100 points

V. Budget and Terms of Payment

The total budget is **Php 265,000.00** to be charged under the CREATE Philippines 2025 Budget, inclusive of all applicable taxes. Payment will be processed upon the caterer's issuance of a Statement of Account following the payment schedule below:

Payment Tranche	Requirement
20%	Approval of menu and catering setup (pre-event)
80%	Successfully delivered all required catering services during the event (post event)

VI. Risk ManagementFood Safety and Hygiene:

Must adhere to stringent food safety standards and maintain all necessary health certifications.

Quality and Service Reliability:

The quality of food and service must be consistent with the standards agreed upon during the initial tasting session.

Timeliness:

Timely delivery of food and services is essential. Caterer are expected to have contingency plans in place to address any unforeseen delays.

Menu Flexibility and Dietary Requirements:

The caterer must be able to accommodate special dietary needs and be flexible with menu changes as necessary. All dietary requirements should be communicated and confirmed in advance.

Event Disruption Contingency:

In the event of unforeseen disruptions, such as extreme weather or equipment failure, you are required to have contingency plans in place, including backup equipment and staff, to ensure uninterrupted service.

Reputation and Performance Assurance:

Must maintain high standards of service and quality that reflect positively on the event.

Regulatory Compliance:

The caterer must comply with all local health, safety, and labor regulations. You must hold the necessary licenses and insurance to operate within these guidelines.

Prepared by:


VEA JANIKA V. SANTOS

TIDS, SBD-Creative Services Division

Noted by:


MARJO F. EVIO

Department Manager, SBD

Approved by:


LEAH PULIDO-OCAMPO

Executive Director