

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-2025-0118

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 SSX CONFERENCE 2025

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

Approved Budget for the Contract	: PHP800,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 05 May 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 06 May 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. **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. **Any government-issued document reflecting years in the industry and primary business**
- ii. **List/Portfolio detailing their complete locally held international live events with attached certificate of completion from contracting agency / proof of contract**
- iii. **Profiles and events of proposed Host**

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: _____

Company Name: _____
Address: _____
Contact No.: _____

Date: 30 April 2025
RFQ No.: 2025-0118

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: 05 May 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 06 May 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	HIRING OF PRODUCTION OUTFIT FOR SSX CONFERENCE 2025 <u>APPROVED BUDGET FOR THE CONTRACT:</u> <u>PHP800,000.00</u> Date Needed / Delivery Date: <u>Ingress: 21 May 2025</u> <u>Event Proper: 22-23 May 2025</u> <u>Egress: 23 May 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

PROJECT DETAILS

Title	Hiring of Production Outfit for SSX Conference 2025
Project, if applicable	IFEX PHILIPPINES 2025 FEATURING SSX
Period of Engagement / Date of Delivery or Date Needed	Ingress: May 21, 2025 Event Proper: May 22, 23, 2025 Egress: May 23, 2025
Location	Philippine Trade Training Center, Lobby and Synergy Room
Approved Budget for the Contract	PHP 800,000.00
Documents Attached	Agency Estimate, Purchase Request, Budget Attachments

I. Rationale / Objective

IFEX Philippines 2025 amplifies its commitment to an ethically responsible food ecosystem with the launch of the co-located **Sustainability Solutions Exchange (SSX)**. This event highlights innovative technologies, products, processes, and information on sustainability and circularity in the food sector

This year, SSX will be holding a conference about sustainability practices and other relevant initiatives. To ensure the seamless execution of these events, it is essential to engage a professional production outfit responsible for the provision, installation, operation, and dismantling of LED screens, lighting systems, and sound equipment. Their expertise will play a crucial role in delivering a high-quality and immersive experience for all participants of IFEX Philippines 2025.

II. Detailed Scope of Work

a. Supply of Technical Requirements

Remarks

Equipment listing is on a rental basis unless otherwise indicated.

a.1 Lighting System

- Design and provide stage lighting and ambient lighting applicable for the event.
- Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights.
- Ensure lighting is synchronized with event programming, including performances and presentations (if applicable)
- Provide control consoles and trained operators for real-time lighting adjustments.
- Implement energy-efficient and safe lighting solutions compliant with venue regulations.

a.2 Sound System

- Supply professional-grade microphones (wired, wireless, lapel, headset) for speakers.
- Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output.

<ul style="list-style-type: none"> ○ Provide on-site sound engineers to monitor and adjust audio levels as needed. ○ Minimize audio feedback, echoes, and disturbances during live presentations. 	
<p>b. Project Management and Coordination</p> <ul style="list-style-type: none"> ● Assign a project manager to for coordination meetings, ingress proper and during the event in collaboration with CITEM's project officers. ● Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress. 	To be supervised by CITEM's project officer and Contractor's assigned project lead
<p>c. Installation and Set-up</p> <ul style="list-style-type: none"> ● Transport materials and components to the event venue ● Assemble the structural requirements onsite, ensuring stability and proper functionality 	To be supervised by CITEM's project officer and Contractor's assigned project lead
<p>d. On-Site Support</p> <ul style="list-style-type: none"> ● Provision of sufficient manpower to work solely for this requirement during ingress and egress proper. ● Provide technical assistance during the event to address any issues promptly. ● Assign personnel for on-site troubleshooting and support throughout the exhibition. 	Manpower checklist must be forwarded as part of the qualification listing of this requirement
<p>e. Dismantling</p> <ul style="list-style-type: none"> ● Safely dismantle and remove all structural requirements after the event within the given egress period. 	
<p>f. Turn-over of Purchased Items</p> <ul style="list-style-type: none"> ● All above item/s is/are the property of CITEM after the event unless indicated as rental. Items shall be delivered to the CITEM office and shall be received by the General Services Division (GSD) with proper documentary requirements. 	Notations are available on the checklist whether an item is purchased or on a rental basis
IV. Roles and Responsibilities of the Contractor	
<ul style="list-style-type: none"> ● Attend coordination meeting and technical rehearsals as required by CITEM. ● Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for IFEX Philippines 2025. ● Provide sufficient manpower and materials for the installation of the requirement. ● Complete the scope of work within the ingress proper. 	
V. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM)	
<ul style="list-style-type: none"> ● CITEM EDD Designer shall be providing the following requirements: <ul style="list-style-type: none"> a. Design and Technical Drawings of the stage b. Directional signage requirements c. Venue Enhancements (if applicable) ● CITEM Project officer will be providing the following requirements: <ul style="list-style-type: none"> d. Technical Script e. Final Program Script 	
VI. Other Conditions	

First-time contractors will undergo a mandatory plant visit or participate in an online meeting and assessment conducted by a representative from the Exhibition Design Division.

IV. Event Details

DAY 1 – May 22, 2025 (THURSDAY) | FOOD PHILIPPINES JOURNEY TO CIRCULARITY

Date/Time	Session Title
1:00 PM - 1:10PM	Welcome Remarks
1:15 PM - 1:25PM	Opening Remarks
1:30 PM - 1:45 PM	Keynote Message
1:50 PM - 2:05 PM	Keynote Message
2:10 PM - 2:55 PM	Keynote Presentation Transforming our World: 2030 Agenda for Sustainable Development
3:00 PM - 3:45 PM	Panel Session Major Strides: The Philippines' Efforts Toward Food Sustainability
3:45 PM – 04:05 PM	Coffee Break
4:05PM – 5:05 PM	Presentation + Panel Session Attaining a Circular Food Economy: Challenges and Opportunities
5:10 PM - 5:30 PM	DAY 1 Synthesis – What's next?

DAY 2 – May 23, 2025 (FRIDAY) | FUTURE FOOD SYSTEMS FOR SUSTAINABLE CONSUMPTION AND PRODUCTION BUSINESS TRACK

Date/Time	Session Title
9:00 AM – 9:15 AM	Day 1 Recap & Day 2 Overview
9:20AM – 10:20 AM	Presentation + Panel Session Roles in Circularity: A Guide for Businesses and Consumers
10:25 AM – 11:25 AM	Presentation + Panel Session Sustainability as Foundation: Innovative Strategies for Food Businesses
11:30 AM – 1:00 PM	LUNCH BREAK / ENTERTAINMENT <i>(Entertainment may be in the form of song / dance. Applicable technical requirements must be provided by the contractor)</i>
1:00PM - 1:45PM	Panel Session Financing the Future: Enabling Businesses to Reach their Sustainability Goals
1:50 PM – 2:50 PM	Presentation + Panel Session Embracing Transformative, Climate-Smart Food Systems
2:50 PM – 3:05 PM	COFFEE BREAK
3:10 PM – 3:55 PM	Panel Session Fresh Perspectives on Sustainable Packaging
4:00 PM – 4:45 PM	Panel Session Standard Setting: Identifying Social Responsibilities in the Food Industry

4:50 PM – 5:50 PM	Presentation + Panel Session The Case for a Greener Future
5:55 PM – 6:05 PM	DAY 2 (AM) Synthesis – Business Track
CONSUMER TRACK	
1:00 PM – 2:00 PM	Presentation + Panel Session Meeting the Standard: Compliance with Environmental Laws and Regulations
2:05 PM – 2:50 PM	Panel Session Conscious Consumerism and Sustainable Dieting: Steps Toward Sustainable Living
2:50 PM – 3:05 PM	- COFFEE BREAK -
3:10 PM – 3:55 PM	Panel Session Transformative Approaches to Food Waste Management
4:10 PM – 4:55 PM	Panel Session Taking Action: Social Enterprises on Consumer Education and Engagement
5:00 PM – 5:15 PM	DAY 2 (PM) Synthesis – Consumer Track
6:00 PM – 9:00 PM	Website Launch and Networking hosted by GIZ
V. Technical Requirements	

SPECIFICS	NO. OF UNITS	DAYS	DESCRIPTION
TECHNICAL REQUIREMENTS			
Lighting Provision (Lobby Conference)	1 lot	2 days	Lighting provision applicable for the program
Professional Sound System	1 lot	2 days	Specific requirements – must include: (7 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up (Main conference)	2 units (1 static, 1 roving)	2 days	Live streaming and recording
Camera Set-up (2 meeting rooms at PTTC)	2 units (1 unit/ meeting room)	1 day	Live streaming and recording
Monitor Screens	4 units	2 days	Monitor Screens that mirror the LED Screen onstage
Inverted U-Trusses	1 unit	2 days	Inverted U-Truss served as entrance arch
MANPOWER			
Host / Masters of Ceremony	1 pax	2 days	Shall be in-charge of welcoming guests, introducing speakers, providing needed fillers during the program, announcing the upcoming events/activities, and moderate the panel session if necessary.

Host / Meeting room moderator	2 pax	1 day	Shall be in-charge of welcoming guests, introducing speakers, providing needed fillers during the program, and moderate the panel session in the meeting rooms
DJ for entertainment	1 pax	1 day	DJ for after program entertainment. (Must be approved by CITEM)
Production team	3 pax	2 days	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	2 days	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction
Camermen	4 pax	2 days	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	3 pax	2 days	In charge of switching views on monitor/ live.
Technical Director	1 pax	2 days	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
Backend support for online meeting software	3 pax	2 days	In charge of managing the provided online meeting software for the event.
OTHER REQUIREMENTS			
Event script	2-day event script		Must provide a transcript where the dialogue of the hosts and moderators, and one or more presenters and the order in which they will occur is indicated.
Live streaming for Main conference	1 lot	2 days	Production outfit must be able to stream the event on SSX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.
Live streaming for meeting rooms	1 lot	2 days	Production outfit must be able to stream the event on SSX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

VI. Mode of Procurement☒ Small Value Procurement**VII. 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 **80 points** will proceed to the opening of financial bid. The contract shall be awarded to the lowest calculated and responsive bidder.

CRITERIA	VALUE POINT
1. Expertise and Experience The company should be at least 10 years in the industry whose primary business should be live events production/contractor. Length of business: <ul style="list-style-type: none"> • 10 years or more (40 points) • 5-9 years (30 points) • 4 years and below (15 points) Document Required: Any government-issued document reflecting years in the industry and primary business.	40
2. Experience in locally held international live event production The company must have completed locally held international live event production with quality and good standing within the last 5 years. <ul style="list-style-type: none"> • 5-8 Live events or more (30 points) • 3-4 Live events or more (20 points) • 1-2 Live events (10 points) Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.	30
3. Roster of Host The company must be able to submit a list of prospective hosts applicable for the event. <ul style="list-style-type: none"> • 5-8 propose hosts (30 points) • 1-4 proposed hosts (10 points) Document Required: Profiles and events of proposed Host	30
TOTAL	100

Proposed Technical Working Group TWG members
 Chairman: Katrina Pineda
 Member 1 and 2: James Marte, Chol Dela Paz
 Focal Person: Katherine May Apodaca

VIII. Terms of payment

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Full payment of 100% shall be processed after the conclusion of the event and will commence upon the submission of the contractor's service invoice and delivery receipt.

IV. Risk Protection and Management


Deductions shall be implemented under the following conditions:

- a. A 10% deduction will be applied for the incomplete delivery of the pavilion if deemed unreasonable by the Exhibition Design Division.
- b. Deductions will be applied for any undelivered items listed in the "Items to Bid" section of this requirement.
- c. A deduction will be imposed for the late turnover of requirements if deemed unreasonable.

Prepared by:


KATHERINE MAY G. APODACA
 ADC – EDD, CCSD


Recommended by:


NORMAN D. BAGULBAGUL
 Division Chief – EDD, CCSD

Noted by:


JOSEPH D. BERNAT
 Department Manager, CCSD

Noted by:


ROWENA D. MENDOZA
 Department Manager, CBD

Approved by:


ROMLEAH JULIET PULIDO-OCAMPO
 Executive Director, CITEM