

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-2025-0166

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 SERVICE PROVIDER TO FACILITATE THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY

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

Approved Budget for the Contract	: PHP120,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 09 June 2025, 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 10 June 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. **Certificate of Employment/Engagement or Facilitator Portfolio**
- ii. **Certificates of Project Completion and/or Client Testimonies or Case Summaries**
- iii. **Certificates of Completion or Accreditation**
- iv. **Facilitator CV with documented training**
- v. **Comprehensive Project Proposal including:**
 - **Methodology per component**
 - **Customization for CITEM**
 - **Timeline and Outputs**

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: _____

Date: 05 June 2025

RFQ No.: 2025-0165

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 and Financial Bid: **09 June 2025**

Time: **05:00PM**

Schedule of Opening of Eligibility Documents and Financial Bid: **10 June 2025**

Time: **02:00PM**

Venue: **Zoom**

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF SERVICE PROVIDER TO FACILITATE THE 2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY</p> <p><u>TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 120,000.00</u></p> <p>Date Needed / Delivery Date: <u>17-19 July 2025</u></p> <p>Inclusive Dates: 17 – 19 July 2025</p> <p>Activity Proper: 17 – 18 July 2025</p> <p>Scope of Work (Summary) The service provider shall design and implement a customized Gender and Development (GAD) training and engagement program for CITEM. The program will be informed by a pre-engagement assessment and tailored to address the specific needs of CITEM's workforce.</p> <p>The program shall include professional facilitation of the following three (3) core components:</p> <ol style="list-style-type: none">1. Gender Sensitivity and Workplace Bias Workshop2. Mental Health Awareness Seminar3. Diversity-Driven Engagement Activity <p>These sessions must be highly interactive, inclusive and facilitated by trained professionals with subject-matter expertise in GAD, mental health and diversity.</p> <p>In addition to facilitation, the service provider shall handle the following:</p> <ol style="list-style-type: none">1. Logistical support2. Materials provision3. Ongoing coordination4. Post-activity reporting <p>CITEM will provide:</p> <ul style="list-style-type: none">• Room accommodations and meals for up to 4 facilitators/assistants• Tokens/prizes for activities• Transportation, venue and lodging for CITEM participants <p>The service provider shall:</p> <ul style="list-style-type: none">• Cover transportation and incidental costs of facilitators/assistants• Shoulder expenses for additional manpower beyond the provided support <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 J. 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

2025 AGENCY-WIDE GENDER AND DEVELOPMENT (GAD) ACTIVITY

General Objectives:

- Increase awareness and understanding of gender sensitivity and unconscious bias in the workplace.
- Promote mental health and psychological well-being among employees.
- Strengthen collaboration, trust, and morale across teams.
- Reinforce CITEM's commitment to Safe Spaces and gender-responsive governance.

Program Components:

PART I: Gender Sensitivity and Workplace Bias Workshop

This interactive session will serve as the core learning component of the GAD activity. It will guide employees in recognizing gender-based stereotypes and unconscious biases that may influence communication, teamwork, and decision-making. Key topics include:

- Understanding gender roles and intersectionality;
- Identifying and addressing unconscious bias;
- Promoting respectful and inclusive behaviors in the workplace;
- Aligning with national GAD mandates and Safe Spaces Act provisions.

Through participatory exercises and group discussions, the workshop will encourage critical thinking and practical application of GAD principles.

PART II: Mental Health Awareness Seminar

Mental health is a critical aspect of overall employee well-being and is closely tied to gender issues such as caregiving responsibilities, workplace discrimination, and role expectations. This session will:

- Raise awareness on common mental health challenges in the workplace;
- Discuss the link between gender, stress, and emotional labor;
- Provide tips for maintaining mental well-being and work-life balance;
- Encourage openness, peer support, and help-seeking behaviors.

PART III: Diversity-Driven Engagement Activity

To complement the GAD learning sessions, a Diversity-Driven Engagement Activity will be conducted to reinforce the values of inclusivity, mutual respect, and collective growth. This activity aims to build trust, improve collaboration, and foster a deeper understanding of diverse experiences within the workplace.

The sessions will include:

- Reflective and collaborative group exercises that encourage empathy, shared decision-making, and inclusive problem-solving;
- Communication challenges designed to apply GAD learnings in practical, team-based scenarios;
- Opportunities for informal interaction and connection-building, promoting a safe and open environment for all employees;
- Activities that underscore GAD themes such as equity, cultural sensitivity, and respectful dialogue.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

EVENT DETAILS

Proposed Dates:

17-19 July 2025 (Thursday to Saturday), 3 days and 2 nights

Target Location:

Outside Metro Manila (either in Bataan, Zambales, or nearby areas)

Profile of CITEM Workforce:

(as of May 2025)

Employment Status

Permanent Employees - **78**

Service Providers - **65**

Allied Services - **11**

Gender

Male - **57**

Female - **97**

Generational Cohort

Baby Boomer (born 1946 -1964) - **11**

Generation X (born 1965 - 1980) - **47**

Millennials / Generation Y (born 1981 - 1996) - **60**

Gen Z /Centennials (born 1997 and up) - **36**

Other Workforce Profile - based on available data

Persons with Disabilities (PWDs) - **10**

Solo Parent/s - **1**

SOGIESC - **no specific data collected for privacy**, but sensitive approaches applied

GAD ACTIVITY FACILITATION

To ensure the success of the Gender and Development (GAD) and Diversity-Driven Engagement Activity, CITEM will engage a qualified service provider with demonstrated expertise in GAD-focused training, inclusive engagement strategies, and organizational development. The provider must have a proven track record in conducting participatory, inclusive, and results-oriented programs for diverse workforces.

Scope of Work:

The service provider shall perform the following responsibilities:

1. Pre-Engagement Assessment - Develop and administer a pre-assessment tool for executives and employees to identify key concerns and priority areas. This may include written or online surveys, interviews, and focus group discussions (FGDs), as applicable.
2. Needs Analysis and Program Customization - Analyze the assessment data to design and customize the GAD training and diversity-driven engagement activities based on the specific needs of CITEM's workforce.
3. Program Development and Facilitation - Design and implement a customized, highly interactive program consisting of the following core components:
 - Gender Sensitivity and Workplace Bias Workshop
 - Mental Health Awareness Seminar
 - Diversity-Driven Engagement Activity
4. Professional Facilitation - Deploy trained and experienced professionals to facilitate each core component. Facilitators must demonstrate subject-matter expertise in the following areas:
 - GAD, gender sensitivity, and workplace bias
 - Mental health awareness and psychosocial support in the workplace
 - Inclusive engagement activities and approaches grounded in GAD principles
5. Logistical Support - Deploy support staff to assist with session logistics, including ingress (setup) and egress (teardown) of materials and equipment.

6. Provision of Materials - Supply all necessary materials for the sessions, including activity props, engagement tools, and printed or digital learning resources.
7. Coordination and Consultation - Engage in ongoing consultation with CITEM to ensure the alignment of content, logistics, and objectives throughout the planning and implementation phases.
8. Additional Event Management - Undertake any other related tasks necessary for the smooth and effective conduct of the activity.
9. Post-Activity Reporting - Submit a comprehensive post-program report that includes key highlights, participant feedback, outcomes, recommendations, and photo documentation.

CITEM's Coverage

CITEM shall provide the following support to the service provider:

1. Room accommodations for up to **four (4)** facilitators and/or assistants (**maximum of one room for two nights**).
2. Meals for up to four (4) facilitators/assistants:
 - **Day 1:** Lunch, PM snack, and dinner
 - **Day 2:** Breakfast, AM snack, lunch, and dinner
 - **Day 3:** Breakfast
3. Provision of **tokens or prizes** for team/group activities.
4. Coverage of **transportation, venue, and board and lodging for all CITEM participants**.

Service Provider's Responsibility

1. Shoulder all **transportation expenses** of the facilitators and/or assistants to and from the event venue.
2. Cover costs for any **additional manpower** beyond the four (4) facilitators/assistants included in CITEM's provisions.
3. Pay for any **incidental expenses** incurred by the facilitators/assistants during the event.

Rating Scale in the Evaluation of Proposals for the Hiring of Service Provider to Facilitate the 2025 Agency-Wide Gender and Development (GAD) Activity

Criteria	Maximum Points	Minimum Point/s to Pass	Score (to be completed by CITEM)	Supporting Documents that must be submitted
TECHNICAL				
1 Relevant Experience of Assigned Facilitators (Per Component) Each facilitator deployed for the following components must have at least 5 years of experience in their assigned area: <ul style="list-style-type: none"> • GAD and gender sensitivity • Mental health and well-being • Organizational development/team building 	10	5		1. Certificates of Employment/Engagement or 2. Facilitator Portfolio Or other documents that clearly demonstrate experience aligned with assigned thematic area Scoring: 10 pts = All 3 have ≥10 years 7 pts = All 3 have 6–9 years 5 pts = All 3 have ≥5 years 0 pt = Any has <5 years or is mismatched
2 Track Record of the Lead Organization Must have successfully completed at least 5 relevant projects in GAD, mental health, diversity & inclusion, or OD for private/public institutions	10	5		1. Certificates of Project Completion; and/or 2. Client Testimonies or Case Summaries Or any other official documentation of project history Scoring: 10 pts = ≥10 projects 7 pts = 6–9 projects 5 pts = 5 projects 0 pt = <5 projects
3 Specialized Training or Certifications of Facilitators Each facilitator must show formal training or certification relevant to their assigned component (e.g., GAD, mental health, OD)	10	5		1. Certificates of Completion or Accreditation 2. Facilitator CV with documented training Or other credible documentation showing training background Scoring: 10 pts = All 3 have ≥7 related trainings 7 pts = All 3 have 4–6 trainings 5 pts = All 3 have ≥3 trainings 0 pt = Any has <3 relevant trainings
4 Quality and Alignment of Project Proposal Proposal must clearly outline approach to deliver: <ul style="list-style-type: none"> • GAD Workshop • Mental Health Awareness Session • Diversity-Centered Team Engagement 	70	45		1. Comprehensive Project Proposal including: <ul style="list-style-type: none"> • Methodology per component • Customization for CITEM • Timeline and Outputs Scoring: 60 pts = Highly Recommended (Highly customized, clear value-add) 45 pts = Recommended (Needs minor tailoring) 30 pts = Recommended w/ Reservations (Generic) 0 pt = Not Recommended (Lacks clarity/relevance)
TOTAL	100	60		

PASSING SCORE	
Technical	60 points overall, and Must meet the minimum passing score in each criterion.