

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-2024-0197

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 MANILA FAME 2024 MEDIA PREVIEW

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

Approved Budget for the Contract	: PHP 300,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 07 October 2024, 05:00PM
Schedule of Opening of Bids	: 08 October 2024, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or 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. **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.**
- ii. **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:

- 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 and Financial Bid 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



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: 03 October 2024
RFQ No.: 2024-0197

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, Financial Bid, and Qualitative Evaluation Documents: 07 October 2024	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 08 October 2024	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>HIRING OF PRODUCTION OUTFIT FOR MANILA FAME 2024 MEDIA PREVIEW</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 300,000.00</u></p> <p>Event Dates: October 10, 2024 (02:00PM) Ingress Dates: October 10, 2024 (02:00AM) Egress Dates: October 10, 2024 (Closing of Event) Venue: To be determined</p> <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 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 MANILA FAME 2024 MEDIA PREVIEW**

I. Event Details

EVENT DATES	October 10, 2024 (02:00 PM)
INGRESS DATE	October 10, 2024 (02:00 AM)
EGRESS DATE	October 10, 2024 (Closing of Event)
VENUE	<i>To be determined</i>

II. Indicative Program

TIME	SPECIFICS	SPEAKERS
02:00 PM – 02:30 PM	Registration Proper	
02:30 PM – 02:35 PM	Opening by Host	
02:35 PM – 02:40 PM	Prelude to Video	Project Director
02:40 PM – 02:50 PM	Playing of Manila FAME Primer	
02:55 PM – 03:00 PM	Launching of Manila FAME Scent	
03:00 PM – 03:02 PM	Introduction to Speakers	
03:02 PM – 03:30 PM	Panel Discussion	CITEM Official, Onboarded Design Consultants, Buyer Agent, and Host

III. Event Requirements

The hired contractor shall supply the following requirements:

EQUIPMENT RENTAL		
SPECIFICS	NO. OF UNITS	DESCRIPTION
LED Wall	1 lot	9 feet x 12 feet with LED covering and riser
Lighting Provision	1 lot	Lighting provision applicable for Media Preview or Interview set-up
Professional Sound System	1 lot	(1 lot) Sound System Specific requirements – must include: (4 units) Wireless microphones (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	Live streaming and recording

MANPOWER		
SPECIFICS	NO. OF UNITS	DESCRIPTION
Host / Masters of Ceremony	1 pax	<p>Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the Media Preview</p> <p>Must meet with the CITEM Project Officer prior start of event to conduct a pre-production meeting and technical run to rehearse visuals and script for the event.</p> <p>Contracted according to the submitted final program by CITEM.</p> <p><i>(Must be approved by CITEM)</i></p>
Production team	3 pax	Shall be in-charge of the installation and dismantling of all the inclusive equipment
Audio and Visual Operators	2 pax	<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	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	In charge of switching views on monitor/ live.
Technical Director	1 pax	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

OTHER REQUIREMENTS		
SPECIFICS	NO. OF UNITS	DESCRIPTION
Event script	1-day event script	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.
Live streaming	1 lot	Production outfit must be able to stream the event on Manila FAME Facebook Page. Production outfit must also provide streaming software. Streaming key/access shall be provided by CITEM.
Built-up Metal Structure A	1 unit	1.60m x 0.50m x 3.60m H 2"x2" Square Tubular Metal structure in approved paint finish.

Built-up Metal Structure B	2 units	1.20m x 0.70m x 2.40mH 2"x2" Square Tubular Metal structure in approved paint finish.
Built-up Metal Structure C	2 units	0.70m x 0.70m x 2.40mH 2"x2" Square Tubular Metal structure in approved paint finish.
Floor lights (Purchase)	4 units	(refer to attached design)

IV. 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>1. Expertise and Experience 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"> • 10 years or more (50 points) • 5-9 years (20 points) • 4 years and below (10 points) <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>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.</p> <ul style="list-style-type: none"> • 5-8 Live events or more (25 points) • 1-4 Live events (15 points) <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>3. Experience in handling production outfit of government projects for the past 5 years</p> <ul style="list-style-type: none"> • 15-20 Government projects (25 points) • 10-14 Government projects (15 points) • 5-9 Government projects (10 points) • 4 and below Government projects (5 points) 	25

List/portfolio detailing their completed government projects with attached certificate of completion from contracting agency / proof of contract.	
TOTAL	100


V. ESTIMATED BUDGET

The above expense shall be charged to the **Manila FAME Media Preview 2024** budget with a total maximum budget allotment of **Three Hundred Thousand Pesos (P300,000.00)**.

VI. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Three Hundred Thousand Pesos (P300,000.00)** 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.

Prepared by:


Katherine May G. Apodaca
 EDD - CCSD

Recommending Approval:


Norman D. Baguibagul
 Acting Department Manager
 Communications and Creative Services
 Department


Marje F. Evio
 Acting Department Manager
 Service Business Department

Approved by:


Leah Pulido Ocampo
 Executive Director, CITEM

