

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-2025-0106

**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 IFEX PHILIPPINES 2025 PRESS CONFERENCE  
AND KATHA AWARDING**

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

Approved Budget for the Contract	: <b>PHP350,000.00</b>
Schedule of Pre-Bid Conference	: <b>22 April 2025, 02:00PM</b>
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>28 April 2025, 05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>29 April 2025, 02:00PM</b>

Conduct of Pre-bid Conference and 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 [citem-bac@citem.com.ph](mailto:citem-bac@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. **Any government-issued document reflecting years in the industry and primary business**
- ii. **List/Portfolio detailing completed 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](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)

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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: 16 April 2025  
RFQ No.: 2025-0106

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).


Schedule of Pre-Bid Conference: <b>22 April 2025</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>28 April 2025</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>29 April 2025</b>	Time: <b>02:00PM</b>	Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<b>HIRING OF PRODUCTION OUTFIT FOR IFEX PHILIPPINES 2025 PRESS CONFERENCE AND KATHA AWARDING</b>  <u>APPROVED BUDGET FOR THE CONTRACT: PHP350,000.00</u>  Date Needed / Delivery Date: <u>14 May 2025 (Ingress), 15 May 2025 (Event Proper) and 15 May 2025 (Egress)</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 <b>PRODUCTION OUTFIT</b> for <b>IFEX PHILIPPINES 2025 PRESS CONFERENCE AND KATHA AWARDING</b>
Project, if applicable	IFEX PHILIPPINES 2025
Period of Engagement / Date of Delivery or Date Needed	Ingress: <b>May 14, 2025</b> Event Proper: <b>May 15, 2025</b> Egress: <b>May 15, 2025</b>
Location	<i>To be advised</i>
Approved Budget for the Contract	PHP 350,000.00
Documents Attached	Agency Estimate, Purchase Request, Budget Attachments

### I. Rationale / Objective

IFEX Philippines is the country's premier business-to-business and export-oriented international trade show for food, beverages, and ingredients.

To promote IFEX Philippines, the Communications and Creative Services Division, in collaboration with the project team, will host a press conference to invite media representatives. The press briefing will also include the awarding of the highly anticipated Katha Awards for Food 2025.

To ensure the seamless execution of this event, 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 this press conference and awarding ceremony.

II. Detailed Scope of Work	Remarks
<b>a. Supply of Technical Requirements</b> <p><b>a.1 LED Display Solutions</b></p> <ul style="list-style-type: none"> <li>Supply and install LED walls/screens for the designated areas</li> <li>Ensure high-resolution display, proper brightness, and seamless integration with the event's AV system.</li> <li>Provide video processing equipment, including media players, switchers, and control systems.</li> <li>Support multiple input formats for presentations, videos, and live feeds.</li> <li>Conduct pre-event testing and ensure all LED screens function correctly throughout the event.</li> </ul> <p><b>a.2 Lighting System</b></p> <ul style="list-style-type: none"> <li>Design and provide stage lighting and ambient lighting applicable for the event.</li> </ul>	Equipment listing is on a rental basis unless otherwise indicated.

### CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

<ul style="list-style-type: none"> <li>○ Supply intelligent lighting fixtures, including spotlights, moving heads, LED par lights, and wash lights.</li> <li>○ Ensure lighting is synchronized with event programming, including performances and presentations (if applicable)</li> <li>○ Provide control consoles and trained operators for real-time lighting adjustments.</li> <li>○ Implement energy-efficient and safe lighting solutions compliant with venue regulations.</li> </ul> <p><b>a.3 Sound System</b></p> <ul style="list-style-type: none"> <li>○ Supply professional-grade microphones (wired, wireless, lapel, headset) for speakers.</li> <li>○ Install and operate audio mixers, amplifiers, and equalizers to ensure balanced sound output.</li> <li>○ Provide on-site sound engineers to monitor and adjust audio levels as needed.</li> <li>○ Minimize audio feedback, echoes, and disturbances during live presentations.</li> </ul>	
<p><b>b. Project Management and Coordination</b></p> <ul style="list-style-type: none"> <li>• Assign a project manager to handle coordination meetings, ingress proper and during the event in collaboration with CITEM's project officers.</li> <li>• Ensure timely delivery of the requirement based on the indicated schedule of ingress, event proper, and egress.</li> </ul>	To be supervised by CITEM's project officer and Contractor's assigned project lead
<p><b>c. Installation and Set-up</b></p> <ul style="list-style-type: none"> <li>• Transport materials and components to the event venue</li> <li>• Assemble the structural requirements onsite, ensuring stability and proper functionality</li> </ul>	To be supervised by CITEM's project officer and Contractor's assigned project lead
<p><b>d. On-Site Support</b></p> <ul style="list-style-type: none"> <li>• Provision of sufficient manpower to work solely for this requirement during ingress and egress proper.</li> <li>• Provide technical assistance during the event to address any issues promptly.</li> <li>• Assign personnel for on-site troubleshooting and support throughout the exhibition.</li> </ul>	Manpower checklist must be forwarded as part of the qualification listing of this requirement
<p><b>e. Dismantling</b></p> <ul style="list-style-type: none"> <li>• Safely dismantle and remove all structural requirements after the event within the given egress period.</li> </ul>	
<p><b>f. Turn-over of Purchased Items</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Notations are available on the checklist whether an item is purchased or on a rental basis
<p><b>IV. Roles and Responsibilities of the Contractor</b></p>	
<ul style="list-style-type: none"> <li>• Attend coordination meeting and technical rehearsals as required by CITEM.</li> <li>• Supply, deliver, install, dismantle, and haul the technical requirements and provision of manpower for IFEX Philippines 2025.</li> <li>• Provide sufficient manpower and materials for the installation of the requirement.</li> </ul>	

- Complete the scope of work within the ingress proper.

#### **V. Roles/Responsibilities of Center for International Trade Expositions and Missions (CITEM)**

- CITEM EDD Designer shall provide:
  - a. Design and Technical Drawings of the stage
  - b. Directional signage requirements
  - c. Venue Enhancements (if applicable)
- CITEM Project officer shall provide:
  - d. Technical Script for the event (Final program with reflected graphics/video assets)

#### **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. Indicative Program**

TIME	SPECIFICS
05:00 PM – 06:00 PM	<p><b>Welcoming of Guests</b> Guests registration</p> <p>They are given a Quiz card and are instructed to go around the exhibition area to engage with all exhibitors and know about their product entries. Media will complete quiz questions for a chance to win a special prize.</p>
	<p><b>Katha Awards Quiz Rounds (Gamified) (not yet final)</b> The media and other guests can go around the showcase of the Katha Awards nominees for about one hour. Afterwards, the voiceover talent will announce that the program will start and that the guests need to be seated.</p> <p>VIPs will be escorted from the holding room to the venue after the 1-hour tasting activity.</p> <p>Voiceover talent introduces the program host.</p>
06:00 PM - 06:05 PM	<p><b>Opening Spiel by Program Host</b> Host briefly talks about the press presentation and a rundown of the segments.</p> <p>Host introduces Executive Director Leah Pulido Ocampo who will give the Welcome Remarks.</p>
06:05 PM - 06:10PM	<p><b>Welcome Remarks</b> Executive delivers speech and then segues to the IFEX Philippines 2025 Explainer Video.</p>
06:10 PM - 06:15 PM	<p><b>IFEX Philippines 2025 Explainer Video</b> Video is played.</p> <p>Host then talks and segues to the introduction of the keynote speaker</p>
06:15 PM - 06:25 PM	<p><b>Keynote Speaker</b></p> <p>Preferably sustainability speaker to highlight co-location of SSX</p>

06:25 PM - 06:40PM	<p><b>Special Recognition: Excellence in Promotion of Philippine Food and Culture</b></p> <p><b>FOODPhilippines Advocate Par Excellence</b> Voiceover talent to call RGM for the award backgrounder and announcement.</p> <p>Host to introduce awardees and ED LPO who will be handing out the plaque. Raine Cabral Laysico Erwan Heussaff</p> <p>Awardee immediately gives acceptance speech.</p>
06:40 PM - 07:10 PM	<p><b>Open Call for Dinner</b></p> <p><b>Presentation of 2024 Katha Finalists</b> Host briefly talks about this year's screening process and the categories before proceeding with the announcement of finalists.</p> <p>Host will call/introduce first the people who will be awarding the plaques to the finalists.</p> <p>Host then calls the finalists one by one, with ED, Erwan, Raine, and RGM handing out the plaques. Photo-op for each finalist. 5-sec videos of each finalist will also play on screen when they are called.</p> <p>Each finalist will step off stage after photo-op to give way to the next.</p> <p>After the awarding of plaques, host then drums up excitement as we get close to the announcement of winners and then introduces the montage (A look into the Katha Awards) to be played right after.</p>
07:10 PM – 07:15	<b>A look into the Katha Awards (VIDEO)</b>
07:15 PM – 07:40 PM	<p><b>Announcement of 2025 Katha Winners</b> Host will read the name of the product and exhibitor from the sealed envelope. Host will read each category.</p> <p>Host to also call ED LPO to be on stage to handout the trophy, to be assisted by Rowena Mendoza, Erwan, Raine</p> <p>Winner to give a short speech on the inspiration and background on the winning product.</p> <p>Photo-op for each winner. Winner stays on stage until all are complete.</p>
07:40 PM - 07:50 PM	<b>Photo Opportunity of all 2025 Katha Winners</b>
07:50 PM - 08:00 PM	<p><b>Program Closing</b> 1. Host delivers short spiel, invites everyone to visit IFEX Philippines. Program ends.</p>

<b>V. Technical Requirements</b>		
<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DESCRIPTION</b>
<b>TECHNICAL REQUIREMENTS</b>		
LED Wall	1 lot	9 ft x 14ft with System, structure and structure covering
Lighting Provision	1 lot	Lighting provision applicable for Opening Ceremony
Professional Sound System	1 lot	Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	Live streaming and recording
<b>MANPOWER</b>		
Host / Master of Ceremony	1 pax	Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the program.
Voice over talent	1 pax	Shall be in-charge of announcing the upcoming events and activities.
Production team	3 pax	Shall be in-charge of the installation and dismantling of the LED, lighting and sound equipment
Audio and Visual Operators	3 pax	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
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
<b>OTHER REQUIREMENTS</b>		
Event script	3-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 IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.
<b>VI. Mode of Procurement</b>		
<input checked="" type="checkbox"/> Small Value Procurement		
<b>VII. Qualitative Evaluation</b>		
<input checked="" type="checkbox"/> REQUIRED / <input type="checkbox"/> NOT REQUIRED		
Interested bidder/s will undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least <b>80 points</b> will proceed to the opening of financial bid. The contract shall be awarded to the lowest calculated and responsive bidder.		
<b>CRITERIA</b>		<b>VALUE POINT</b>
<b>1. Expertise and Experience</b> The company should be <b>at least 10 years in the industry whose primary business should be live events production/contractor.</b>  Length of business: <ul style="list-style-type: none"> <li>• 10 years or more (40 points)</li> <li>• 5-9 years (30 points)</li> <li>• 4 years and below (15 points)</li> </ul> Document Required: Any government-issued document reflecting years in the industry and primary business.		40
<b>2. Experience in live event production</b> The company must have completed <b>live event production</b> with quality and good standing within the last 5 years. <ul style="list-style-type: none"> <li>• 5-8 Live events or more (30 points)</li> <li>• 3-4 Live events (20 points)</li> <li>• 1-2 Live events (10 points)</li> </ul> Document Required: List/portfolio detailing their completed locally held international live events with attached certificate of completion from contracting agency / proof of contract.		30
<b>3. Roster of Host</b> The company must be able to submit <b>a list of prospective hosts applicable for the event.</b> <ul style="list-style-type: none"> <li>• 5-8 proposed hosts (30 points)</li> <li>• 1-5 proposed hosts (15 points)</li> </ul> Document Required: Profiles and events of proposed Host		30
<b>TOTAL</b>		<b>100</b>



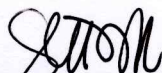
**Proposed Technical Working Group TWG members**Chairman: Harold O. GrandeMember 1 and 2: Pia Lorraine Dalmazo, Zharita BagayasFocal Person: Katherine May Apodaca**VIII. Terms of payment**

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 requirements 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