

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-2024-0198

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 CATERING SERVICE FOR THE KATHA AWARDS, TAGLAY PINOY
GRAND LAUNCH AND NETWORKING RECEPTION IN MANILA FAME 2024**

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

| | |
|---|----------------------------|
| Approved Budget for the Contract | : PHP 400,000.00 |
| 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)

- 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.

- 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.

- Notarized Omnibus Sworn Statement**

- 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)

- Sample menu (two proposed menu) and food tasting for four (4) pax**
- Photos of the set-up**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- 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

- 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: 03 October 2024
RFQ No.: 2024-0198

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 |
|-----|------|---|------------|--------|
| 500 | pax | <p>HIRING OF CATERING SERVICE FOR THE KATHA AWARDS, TAGLAY PINOY GRAND LAUNCH AND NETWORKING RECEPTION IN MANILA FAME 2024</p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 400,000.00</u></p> <p>Date Needed / Delivery Date: 17 October 2024 Note: With food tasting 1-2 weeks prior to date needed</p> <p><i>(Please see attached Terms of Reference for more details.)</i></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 (TOR) for the Provision of Food/Catering Services
of Manila FAME Oct 2024 Katha Awards, Taglay Program Grand Launch and Networking Reception**

I. Overview

| | |
|----------------------|---|
| Requirement | Hiring of Food/Catering Services |
| Project, Date | KATHA Awards, Taglay Pinoy Grand Launch and Networking Reception, October 17,2024 |
| Period of Engagement | From the issuance of JO/Contract |
| Budget | Php 400,000.00 inclusive of all applicable taxes |
| Documents Attached | APP and PR |

II. Rationale/Objectives for Procurement

To award a Food and Beverage caterer for the KATHA Awards and Networking Reception and Taglay Pinoy Grand Launch on October 17,2024 starting at 2:00pm.

The event will host a distinguished group of VIP guests, including officials from Malacañang, top government leaders such as senators, congressmen and ambassadors, as well as company owners and top buyers from both local and international markets.

III. Scope of Work

1. Provide a well-balanced cuisine for 500 persons, preferably composed of dishes considered as favorite cocktail varieties.
2. Offer managed buffet and/or waiter service in a cocktail setting with preferred dry heavy cocktail menu:
 - a. 6 hors d'oeuvres
 - b. 3 kinds of dessert
 - c. Assorted fruits/cheese
 - d. Soda and juice/iced tea
3. Provide complete set of dinnerware, cocktail plates, flatware, glassware and all necessary dining materials good for 500 pax with reasonable allowance.
4. Provide three (3) stations for beverages with appropriate glassware for different drinks and three (3) water dispenser per station throughout the event.
5. Provide 15-20 cocktail tables with tablecloth and floral centerpiece arrangements.
6. Provide waiters and waitresses in proper uniform to serve and on stand-by.
7. 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.
8. Warrant the food and beverage are free from latent defects and spoilage. Ensure the quality of food, either raw, processed, or cooked complies with sanitation standards.
9. Prepare to cater for all dietary preferences, including but not limited to religious, culture, vegetarian, halal and kosher.
10. Set-up and keep food wrapped and sealed appropriately until served, cold or warm dishes.
11. Cover all incidental expenses in the performance of this agreement/package unless previously agreed to by the CITEM TWG.
12. Remove and return to CITEM all left-over food in a well-packed and professional matter.
13. Keep premises clean and tidy during and after the event, no dishes will be allowed to be washed at the venue premises.

IV. Mode of Procurement

IV. Mode of Procurement

- Public Bidding
- Small Value Procurement
- Direct Contracting
- Scientific, Artistic, Scholarly
- Others: _____

V. Qualitative Evaluation

Interested bidder/s should be within Category A list of accredited caterers of WTC and undergo Qualitative Evaluation, based on the parameters below. Only those with TWG score of at least 90 points will proceed to financial bid. The contract shall be awarded to the lowest calculated and most responsive bidder

| Criteria | Description | Document/s to be submitted | Points |
|---|--|---|-------------------|
| Taste and Quality of Food | Quality: Taste – 20 points Sanitation – 10 points Freshness – 10 points | Sample menu (two proposed menu) and Food tasting for four (4) pax | 40 points |
| Serving Size/Balanced Menu/Complimentary Dishes | Variety of food and beverage suitable to the international markets' taste and preferences - 10 points Quantity – amount per serving - 10 points | | 20 |
| Food Presentation | Appearance/presentation – 20 points | | 20 |
| Table Set-up and Presentation | Elegance of cutleries, dinner wares, linens, floral arrangements provided – 10 points Grooming and professionalism of uniformed waiters – 10 points | Photos of the Set-up | 20 |
| Total | | | 100 points |

VI. Terms of Payment

Payment shall be made upon the caterer's issuance of statement of account.

VII. Risk Management

Food 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:


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Noted by:


Marjo P. Evio
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Service Business Department

Recommending Approval:


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Approved by:


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