

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-2025-0098

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 SERVICES FOR SSX BUYERS' LOUNGE

(Please see attached Request for Quotation Form, Terms of Reference, and Photos of Tables, Chairs, and Buffet Table for more details.)

Approved Budget for the Contract	: PHP250,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: 28 April 2025, 05:00PM
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Document	: 29 April 2025, 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 Document (3rd Envelope / Compressed Folder)

- Company profile indicating experience with government events/listing of government agencies previously worked with**
- Proposed menu per day**
- Photos of proposed buffet set-up, table setup, food portion per pax, cutlery, table linens (if applicable), uniformed waiters**
- List of Clients**
- Copy of contract, notice of award or confirmation letter from government clients**
- Portfolio of projects (with description and event photos)**
** Actual presentation of food based on submitted menu will be conducted*

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, 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



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: 24 April 2025
RFQ No.: 2025-0098

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: **28 April 2025** Time: **05:00PM***

*Schedule of Opening of Eligibility Documents Financial Bid and Qualitative Evaluation Documents: **29 April 2025** Time: **02:00PM** Venue: **Zoom***

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF CATERING SERVICES FOR SSX BUYERS' LOUNGE</p> <p style="text-align: center;"><u>APPROVED BUDGET FOR THE CONTRACT: PHP250,000.00</u></p> <p>Date Needed / Delivery Date: <u>22-24 May 2025</u></p> <p>Show Proper: May 22 (Thursday) 10:00AM – 07:00PM May 23 (Friday) 10:00AM – 07:00PM May 24 (Saturday) 10:00AM – 07:00PM</p> <p>Location: 1. Hidalgo Room – 2nd Floor, World Trade Center Metro Manila</p> <p>Service: Full catering service with banquet head waiter and uniformed waiters; no single-use of plastics/disposables</p> <p>Food Setup in Hidalgo Room:</p> <ul style="list-style-type: none"> - May 22 – AM and PM heavy snack (Buffer style) (mix of non-meat/plant-based/vegetarian, and dessert) (80pax) 8 round/square tables (each table must sit four (4) people) - May 23 – AM and PM heavy snack (Buffet style) (mix of non-meat/plant-based/fish/vegetarian, and dessert) (60pax) 8 round/square tables (each table must sit four (4) people) - May 24 – AM and PM heavy snack (Buffet style) (mix of non-meat/plant-based/fish/vegetarian, and dessert) (50pax) 5 round/square tables (each table must sit four (4) people) <p>Beverage Station: All day water, juice, coffee, and tea</p> <p>Bidders must include in their bid the proposed menu options</p> <p>Evaluation Criteria:</p> <ol style="list-style-type: none"> 1. Eligibility Documents (See RFQ Letter) 2. Provide company profile indicating experience with government events/listing of government agencies previously worked with. 3. Provide proposed menu selection of food and beverages 4. Photos of crew uniform and table skirting. <p>* The bidders must set up and conduct a food tasting of the selected menu at the CITEM Office.</p> <p>* If the winning bidder is not an accredited company under World Trade Center Metro Manila, a corkage fee shall apply.</p> <p>Awarding Manner: The lowest calculated and responsive bidder who meets the requirements/criteria will be awarded the contract.</p> <p style="text-align: center;">(Please see attached Terms of Reference, photos of tables, chairs, and buffet table pegs for more details)</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
HIRING OF CATERING SERVICES FOR SSX CONFERENCE**

Title	SSX Exhibition
Date and Time	May 22, 2025 (AM - PM) May 23, 2025 (AM - PM) May 24, 2025 (AM - PM)
Venue	World Trade Center Metro Manila, Philippines
Guests Profile	SSX Exhibitors
Budget	PHP250,000.00
Number of Pax	May 22 - 80 pax May 23 - 60 pax May 24 - 50 pax

I. SSX EXHIBITION DESCRIPTION

The 18th edition of IFEX Philippines 2025 will feature SSX as a co-located event that combines a trade exhibition and conference, bridging sustainability initiatives with business solutions. As the country’s largest B2B and export-oriented international trade show for food, beverages, and ingredients, IFEX Philippines 2025 will take place from May 22-24, 2025, at the World Trade Center Metro Manila, Pasay City, while the SSX Conference will be held from May 22-23, 2025, at the Philippine Trade Training Center (PTTC), Pasay City.

With this year’s theme, “Green Innovation: Navigating Sustainability Solutions to Future-Proof the Philippine Food Industry,” the SSX exhibition highlights the critical role of technology and innovation in driving sustainable practices within the food industry. The event will have a curated selection of local and international exhibitors advancing sustainable practices in the food industry.

The exhibition aims to inspire MSMEs to embrace green innovations that reduce environmental impact, enhance resource efficiency, and promote sustainability across the food supply chain. Business matchings will be held during the 3-day event to maximize the participation of SSX exhibitors.

As part of the service to SSX participants, a dedicated area for SSX buyers has been allocated where business matching meetings can be held, pitching sessions will be conducted and will serve as a lounge for respite after all the business activities.

II. OBJECTIVE

To hire a catering service that will provide high-quality, sustainable, and culturally diverse meal options for the SSX Exhibition Buyers’ Lounge, ensuring seamless dining experience for guests. The catering service should align with the event’s commitment to sustainability by incorporating eco-friendly practices such as locally sourced ingredients, minimal food waste, and sustainable packaging.

III. SCOPE OF WORK

A. FOOD AND BEVERAGE

IFEX Philippines Secretariat
Golden Shell Pavilion
Roxas Boulevard corner Sen. Gil J. Puyat Avenue
Pasay City 1300 Philippines

(632) 88312201 - loc. 277 (Buyer Inquiries)
loc. 238 (Exhibitor Inquiries)

SSX Secretariat
Golden Shell Pavilion
Roxas Boulevard corner Sen. Gil J. Puyat Avenue
Pasay City 1300 Philippines

(632) 88312201 - local 277 (Buyer Inquiries)
local 263 (Exhibitor Inquiries)



1. Hidalgo Room - 2nd floor, World Trade Center Metro Manila

- May 22 - AM and PM heavy snack (Buffet style) (mix of non-meat/plant-based/vegetarian, and dessert) (80 pax) 8 round/square tables (each table must sit 4 people)
- May 23 - AM and PM heavy snack (Buffet style) (mix of non-meat/plant-based/fish/vegetarian, and dessert) (60 pax) 8 round/square tables (each table must sit 4 people)
- May 24 - AM and PM heavy snack (Buffet style) (mix of non-meat/plant-based/fish/vegetarian, and dessert) (50 pax) 5 round/square tables (each table must sit 4 people)

B. CATERING REQUIREMENTS

- Professional Banquet Head Waiter and an adequate number of trained, uniformed service personnel
- No single-use plastics (eco-friendly materials required)
- Table setup must align with SSX branding

C. CORKAGE FEE & OTHER REQUIREMENTS

- A 20% corkage fee shall be included in the total billing if not accredited by the PTTC
- Food tasting and set-up presentation shall be conducted with the bidders as part of the qualitative evaluation. For bidders with CITEM experience, staging and food tasting may or may not be requested.
- Food safety must always be observed and complied with (e.g. use of well-sanitized dining wares, silverwares, disposable wooden supplies and cutlery, service personnel in proper uniform with gloves and facemasks, food servings must be in chafing dish with food warmer etc.)

IV. EVALUATION AND SELECTION PROCESS

A. Qualification Evaluation Criteria

- Minimum Passing Rate: Only bidders who obtain a passing rate of 80% will proceed to open their financial bids.
- Award: The contract shall be given to the Lowest Calculated and Most Responsive Bidder
- Bidders are required to submit bite-sized food samples as stated below, to the CITEM office for tasting and evaluation by the TWG members.

CRITERIA	DESCRIPTION	POINTS	REQUIRED DOCUMENTS
Menu selection	<ul style="list-style-type: none"> • Variety of food suitable for international guests (15 pts.) • Must include non-meat/plant-based/fish/vegetarian options (15 pts.) • Food quality, taste, sanitation, and appearance (10 pts.) 	40	<ul style="list-style-type: none"> • Proposed menu per day • Actual presentation of food based on submitted menu



Presentation	<ul style="list-style-type: none"> Food Presentation (with chafing dish/food warmer) (15 pts.) Event Setup (aligned with SSX theme) (10 pts.) Quantity per serving (10 pts.) Elegance and cleanliness of cutlery, dining wares and linens (5 pts.) 	35	<ul style="list-style-type: none"> Photos of proposed buffet set up, table setup, food portion per pax, cutlery, table linens (if applicable), uniformed waiters <ul style="list-style-type: none"> Actual presentation of food based on submitted menu
Company profile	<ul style="list-style-type: none"> Company history, performance, and reputation (15 pts.) <ul style="list-style-type: none"> 5+ years experience – 15 pts. Less than 5 years -10 pts 	15	<ul style="list-style-type: none"> Company profile List of clients
Portfolio of projects	<ul style="list-style-type: none"> Must have catered at least 2 government events (10 pts.) <ul style="list-style-type: none"> 2 or more government events experience – 10 pts. Less than 2 government events - 5 pts. 	10	<ul style="list-style-type: none"> Copy of contract, notice of award or confirmation letter from government clients Portfolio of projects (with description and event photos)
Total score		100	

V. BUDGET

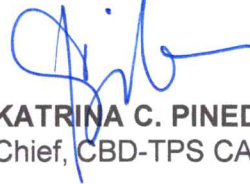
The approved budget for hiring a catering service for the SSX Buyers' Lounge is **PHP 250,000.00**, from May 22-24, 2025, at the World Trade Center Metro Manila, Pasay City.

Prepared by:



GUSTAV JOSCEF V. RAMIREZ
Marketing Assistant, CBD-TPS CAS

Noted by:



KATRINA C. PINEDA
Chief, CBD-TPS CAS

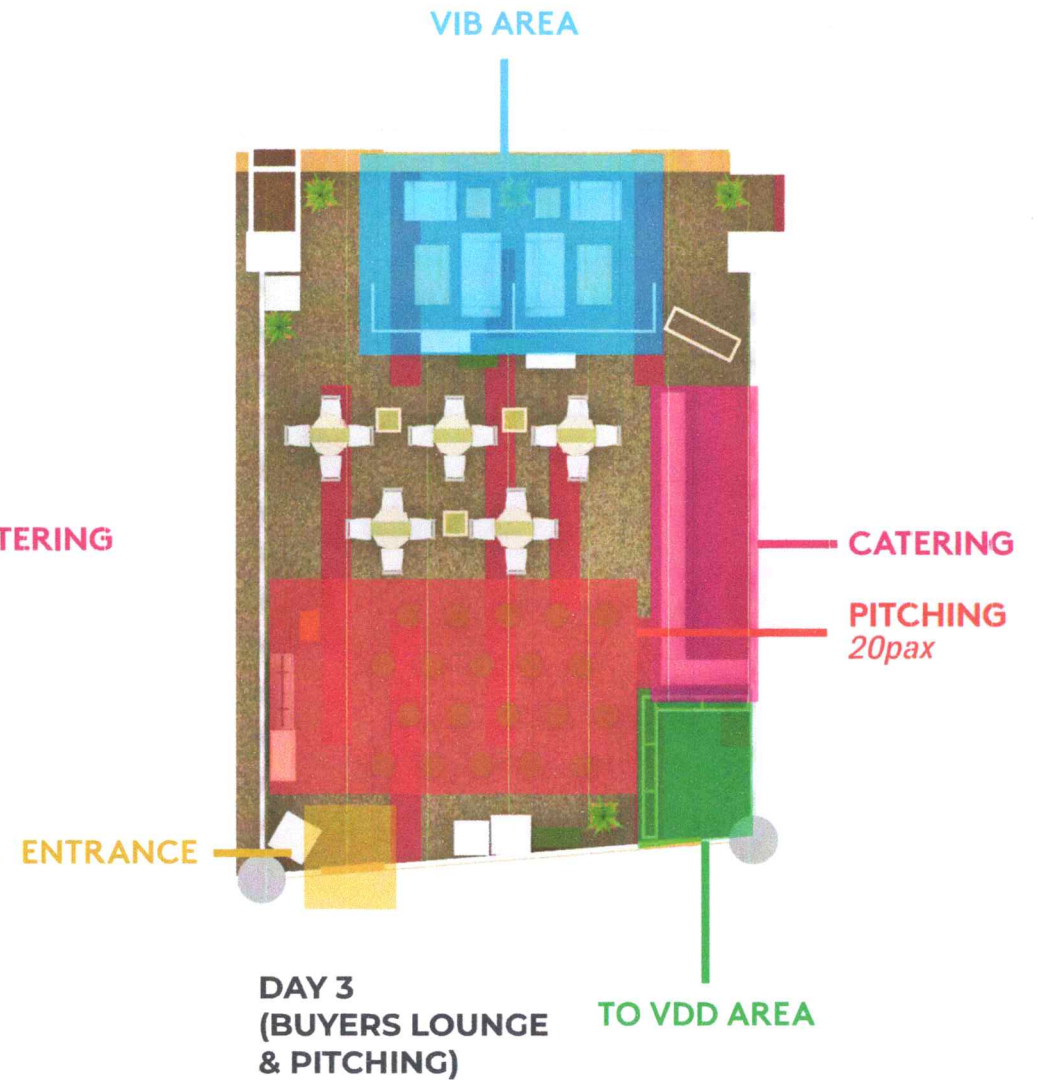
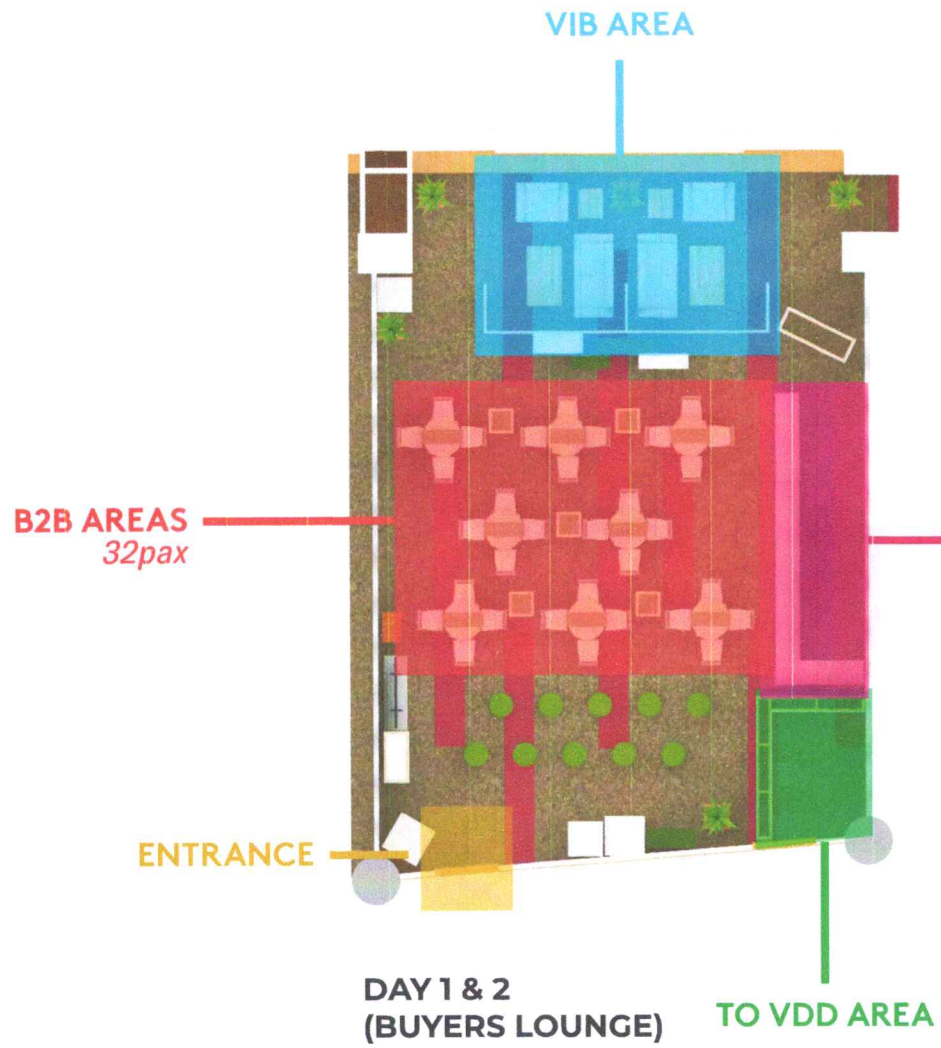
Approved by:



ROWENA G. MENDOZA
Department Manager



LEAH PULIDO OCAMPO
Executive Director



HIDALGO ROOM

TABLE AND CHAIR PEGS:



BUFFET TABLE COLOR PEG:

