

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-2025-0053

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 OFFICIAL CONCESSIONAIRE FOR THE BUYERS' CAFÉ AND BUYERS'
LOUNGE OF IFEX PHILIPPINES 2025**

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

Approved Budget for the Contract	:	PHP300,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	17 February 2025, 05:00PM
Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	:	18 February 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)

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 Accreditation from World Trade Center Metro Manila**
- ii. **Proposed menu per day** (Appetizers, Skewers (2 kinds), Sandwich, Dessert, Fruits, and Beverage)
- iii. **Proposed Halal or vegetarian menu**
- iv. **Photos of the following:**
 - o Suggested set-up for IFEX 2025 that matches the event's theme
 - o Buffet table set-up
 - o Dining tables and chairs set-up
 - o Food portion per pax
 - o Wooden cutleries and dining wares
 - o Linens (if applicable)
 - o Uniformed waiters
- v. **Company profile and list of clients**
- vi. **Portfolio of projects**

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

- 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: 13 February 2025

RFQ No.: 2025-0053

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: 17 February 2025	Time: 05:00PM
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: 18 February 2025	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF OFFICIAL CONCESSIONAIRE FOR THE BUYERS' CAFÉ AND BUYERS' LOUNGE OF IFEX PHILIPPINES 2025</p> <p style="text-align: center;"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 300,000.00</u></p> <p>Date Needed / Delivery Date: <u>22-24 May 2025</u> Food and Beverage requirements for foreign and local trade buyers estimated number of pax: Day 1 – 200pax Day 2 – 150pax Day 3 – 150pax Total: 500pax</p> <p>Total of 500pax @PHP600.00 per snack for three (3) days (22-24 May 2025)</p> <p><u>Snack Bar Set-Up in the Buyers' Café – WTC Main</u> AM and PM Snacks – 10:00AM to 07:00PM, 22-24 May 2025</p> <ul style="list-style-type: none"> - Appetizers (e.g. sliders, clubhouse etc.) - Skewers (Two (2) kinds: meat and vegetarian options) - Pasta dish - Dessert - Fresh fruits - Beverage (free-flowing coffee, iced tea, hot tea, and juice) - Basic requirement: supply of bottled distilled water - Must include Halal or vegetarian options <p><u>Tea, Coffee, and Water Counter in the Buyers' Lounge/Meeting Area – WTC Main Hall (One (1) table set-up)</u></p> <ul style="list-style-type: none"> - Free flowing hot coffee and tea - Basic requirements: supply of bottled distilled water <p style="text-align: center;">(Please see attached Terms of Reference 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 OFFICIAL CONCESSIONAIRE FOR
IFEX PHILIPPINES + SSX 2025 BUYERS' LOUNGE CAFE**

ACTIVITY BRIEF											
Title	IFEX PHILIPPINES +SSX 2025 BUYERS' LOUNGE CAFE										
Date	22-24 May 2025										
Time	10:00 AM-7:00 PM										
Venue	World Trade Center Metro Manila										
Guests Profile	Foreign and Local Trade Buyers										
Budget	<p style="text-align: center;">PHP300,000.00</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Estimated Number of Pax</th> </tr> </thead> <tbody> <tr> <td>Day 1</td> <td>200</td> </tr> <tr> <td>Day 2</td> <td>150</td> </tr> <tr> <td>Day 3</td> <td>150</td> </tr> <tr> <td>Total</td> <td>500</td> </tr> </tbody> </table> <p style="text-align: center;">500 pax @ PHP 600 per snack for the duration of IFEX Philippines x SSX 2025 (3 days) VAT Inclusive</p>		Estimated Number of Pax	Day 1	200	Day 2	150	Day 3	150	Total	500
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SHOW DESCRIPTION

After the successful physical event of IFEX Philippines last 10-12 May 2024, CITEM continues to promote our Philippine food industry by staging the **18th IFEX Philippines from 22-25 May 2025**. This will be a physical exhibition complemented by B2B meetings and a digital storefront in IFEXConnect, a promotion and lead generation digital platform for food suppliers and buyers.

IFEX Philippines is the biggest and most respected banner food event for Asian and Philippine Food Champions. The event showcases the next big thing in the world of food. It is a business-to-business (B2B) platform for leading buyers and top grocers around the world aiming to optimize their sourcing experience.

The IFEX Philippines Show is back-to-back with the Sustainability Solutions Exchange SSX, the platform for sustainable innovations, solutions, and products to promote sustainability advocacy among Philippine SMEs in the food industry.

The event will bring together thousands of buyers from various parts of the world to source in IFEX PH x SSX Shows.

OBJECTIVE

Hire a catering contractor to provide meals for international and domestic IFEX PH and SSX buyers that will add value to their buying experience by tasting delicious Filipino food and genuine Filipino hospitality.

ACTIVITY REQUIREMENTS

- Food and Beverage**

1. Snack Bar Set-Up in the IFEX Buyers Lounge Café – WTC Main Hall Area

The non-negotiable menu must include the following:

AM and PM Snack - 10:00 AM to 6:00 PM, 22-24 May 2025

- Appetizers
 - Skewers (2 kinds: meat and vegetarian options)
 - Sandwich
 - Dessert
 - Fresh fruits
 - Beverage (free-flowing coffee, iced tea, hot tea, and juice)
 - Basic requirement: supply of bottled mineral water
 - Must include Halal or vegetarian option
2. Tea, Coffee and Water Counters in the IFEX Buyers' Lounge Meeting Area- WTC Main Hall (One (1) table set up)
- Free-flowing hot tea and brewed coffee
 - Basic requirement: supply of bottled mineral water
- **Presentation for the Snack Bar- WTC Main Hall Area and Coffee and Tea Counter- WTC Main Hall**
1. Should be able to come up with a themed food presentation at the Buyers' Café in WTC Main Hall Area and a themed coffee and tea set-up at the IFEX Buyers' Lounge in WTC Main Hall and SSX Buyer's Lounge at the WTC Tent Area, as approved by CITEM.
 2. Must present the most appropriate and functional set-up fit for IFEX Philippines 2025 Buyers' Lounge Café and Meeting Area and SSX Buyer's Lounge with the theme. Details of the theme will be discussed during the pre-bidding conference.
 3. Well-designed banquet table/s with attractive centerpieces.
 4. **4 pax** seating capacity for Banquet Tables (0.90m-1.10m diameter).
 5. Linens, Table runners, and center pieces proposal must be sent and be presented for approval of CITEM design team.
 6. Food safety must be observed and complied to at all times. (E.g. use of well-sanitized dining wares, 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.)
- **Service/Accommodation**
1. Highly recognized quality of food and service
 2. Banquet head waiter and enough number of trained and uniformed waiters
- **Food Delivery**
- ✓ Ingress shall be on 20 May 2025, 8AM onwards
 - ✓ Delivery Site shall be
 - Buyers' Café, Tent Area, World Trade Center, Pasay, Metro Manila
 - Buyers' Lounge, Main Hall, World Trade Center, Pasay, Metro Manila
 - ✓ Delivery time of the food and drinks to be served for 10-12 May 2024 as follows:
 - AM Snacks - not later than 9:30 a.m.
 - PM Snacks - not later than 2:30 p.m.

EVALUATION AND SELECTION

Qualified bidders will be evaluated based on the following criteria:

TRACK RECORD

- ✓ Should be **at least 5 years in the industry.**
- ✓ Has catered to an international event, particularly with foreign guests.
- ✓ Must be an accredited concessionaire of the WTCMM

FOOD

- ✓ Provide high quality food and beverage.
- ✓ Serve hot dish only (at most 2 hours before serving)
- ✓ Must include a menu with **Halal or vegetarian options.**

PRESENTATION

- ✓ Themed food presentation.
- ✓ Must present the most appropriate and functional set-up fit for IFEX Philippines 2025 **Buyers' Café and Buyers' Lounge.**
- ✓ Well-designed banquet and tables with attractive center pieces.
- ✓ Food safety must be observed and always complied with. (E.g. use of well-sanitized dining wares, 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.)

Ratings for the post-qualification evaluation are as follows:

CRITERIA	DESCRIPTION	POINTS	DOCUMENTS TO BE SUBMITTED TO END- USER
<ul style="list-style-type: none"> • Menu Selection 	<ul style="list-style-type: none"> • Variety of food suitable to the international markets' taste and preference (15 pts.) • Includes food menu with Halal or vegetarian options. (15pts.) <ul style="list-style-type: none"> - 2 or more varieties of Halal or vegetarian menu- 15pts. - At least 1 Halal or vegetarian menu- 10pts. - No Halal or vegetarian menu constitutes disqualification • Quality- taste, sanitation, and appearance – (10pts.) 	40 points	<ul style="list-style-type: none"> • Proposed menu per day: <ul style="list-style-type: none"> - Appetizers - Skewers (2 kinds) - Sandwich - Dessert - Fruits - Beverage • Proposed Halal or vegetarian menu <p><i>Actual presentation of:</i></p> <ul style="list-style-type: none"> • Appetizers • Skewers (2 kinds) • Sandwich • Dessert
<ul style="list-style-type: none"> • Presentation 	<ul style="list-style-type: none"> • Food presentation- with chafing dish and food warmer- (10pts.) • Set-up- compliant/ appropriate to IFEX 2025 theme- (10pts.) • Elegance of cutlery, dining wares, linens provided – (5pts.) • Grooming and professionalism of uniformed waiters (5 pts.) • Quantity – amount per serving- (5pts.) 	35 points	<p><i>Photos of the ff:</i></p> <ul style="list-style-type: none"> • Suggested set-up for IFEX 2025 that matches the event's theme. • Buffet table set-up • Dining tables and chairs set- up • Food portion per pax • Wooden Cutleries and dining wares • Linens (if applicable) • Uniformed waiters <p><i>Actual presentation of:</i></p> <ul style="list-style-type: none"> • Food portion per pax: <ul style="list-style-type: none"> - Appetizers - Skewers (2 kinds) - Sandwich - Dessert - Fruits - Beverage



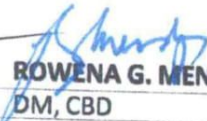
<ul style="list-style-type: none"> • Company Profile 	<ul style="list-style-type: none"> • Description of the company's history, performance, and reputation. • (15pts.) <ul style="list-style-type: none"> - 5 or more years' experience- 15 pts. - Less than 5 years' experience- 10 pts. 	15 points	Company Profile List of Clients
<ul style="list-style-type: none"> • Portfolio of Projects 	<ul style="list-style-type: none"> • The company must have catered to an international event, particularly with foreign guests. (10pts.) <ul style="list-style-type: none"> - Catered to 2 or more international events - 10 pts. - Catered to less than 2 international events- 5 pts. - Haven't catered to international events- 0 pts. 	10 points	<ul style="list-style-type: none"> • Portfolio of projects must have at least 2 international events with description and photos.
TOTAL		100 Points	

Interested bidder/s will undergo a post-qualification evaluation, based on the parameters above. The contract shall be awarded to the lowest calculated and most responsive bidder. The lowest financial bid will be evaluated first.

A TWG panel created by the Bids and Awards Committee will evaluate bidders. Bidders should agree to present food samples at the CITEM Lobby or meeting room for tasting (bite size only) to aid 3 pax of TWG members in their evaluation and selection. The tasting and evaluation of bidders will be held a day or two after the opening of bids. Passing rate at 80%.

FINANCIAL REQUIREMENT

Approved Budget	AMOUNT										
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Prepared by:	Noted by:	Recommending Approval:
 ANGELIE PEREA TIDS	 JOSEPH ARELLANO DC, Events Marketing	 ROWENA G. MENDOZA DM, CBD

Approved by:


LEAH PULIDO OCAMPO
Executive Director