

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-2019-0213

**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 FOOD AND BEVERAGE CATERER FOR
BUYER'S LOUNGE OF MANILA FAME OCTOBER 2019**
(Please see attached Terms of Reference for more details of the requirement.)

Approved Budget	: PHP 300,000.00 <i>(PHP 200,000.00 for Food & PHP 100,000.00 for Beverages inclusive of all applicable taxes)</i>
Pre-Bid Conference	: 22 August 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 30 August 2019, 05:00PM
Opening of Bid	: 10 September 2019, 02:00PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, enclosed on a sealed and properly labeled envelope:

Eligibility Documents (1st Envelope)

1. **Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**
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)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope)

1. **Menu for the Food Tasting**
2. **Photos of Sample Area Set-Up**
3. **Company Profile** indicating the year the company was established, history, background, vision, and mission

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may be paid at the CITEM Cashier Office for the bidding documents.

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. 8312201 local 309 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee

TERMS OF REFERENCE
Manila FAME October 2019
Food & Beverage Caterer for Buyers' Lounge

BACKGROUND

The Manila FAME is one of the signature events of the Center for International Trade Expositions and Missions (CITEM), an attached agency of the Department of Trade and Industry. These events are well recognized shows as an international promotional platform for Philippine SMEs and a sourcing destination for foreign buyers.

As part of the Buyer Care Program, a dedicated dining area, referred to as the "Buyers' Lounge" will be provided to buyers to be the official dining hall of all trade buyers and other VIPs, wherein they will be given complimentary meals during the event proper.

OBJECTIVES

1. To provide Manila FAME buyers and VIPs a variety of dishes that cater to an international discerning palate.
2. To ensure professional and world-class service at the Buyers' Lounge.

QUALIFICATIONS

1. Company should be at least 5 years in the food service industry;
2. Company should be an accredited caterer of WTCMM;
3. Must have eligibility requirements required by RA 9184; and
4. Must have no prior record of unsatisfactory service for previous CITEM projects.

SCOPE OF WORK AND DELIVERABLES

1. Provide area design enhancement and set up in consultation with CITEM's Exhibition and Design Division (EDD);
2. Manage the Buyers' Lounge dining hall and provide a menu (different sets of menus served every day for 3 days) with food selections as follows:

MENU ITEM	QUANTITY
Soup	1
Garden Salad	1
Pasta	1
Vegetarian Dish	1
Canape/ Sandwich	3
Skewer	1
Pastry (yeasted, dessert, sweets, etc.)	3
Fresh fruit (local fruits in season)	2
Free flowing brewed coffee, fruit juice (local fruits in season), tea and water	
Wine (Choice of white or red wine)	30 Bottles

3. Set up a coffee service station with free-flowing coffee at the Buyers Lounge located at the Mezzanine of WTCMM. The concessionaire must also allow the usage of other coffee brand/s in case the Organizer wishes to provide. In such case, the Concessionaire must still be able to provide percolator or coffee brewing facility should the Organizer chooses to provide other coffee brands.

4. Serve wine to buyers, guests following the prescribed daily serving:

NO. OF BOTTLES / DAY	SCHEDULE
12	Day 1 (17 October 2019)
8	Day 2 (18 October 2019)
5	Day 3 (19 October 2019)

5. The Buyer's Lounge shall have the following requirements:

Amenities	CITEM	Caterer
1. Storage Room	c/o CITEM in coordination with WTC.	Should properly maintain cleanliness in the area.
Amenities	CITEM	Caterer
2. Elegantly presented buffet table (Qty: 2)		Should use what has been presented to technical working group as approved.
3. Round Wooden Dining Table (Qty: 8-10; Combination of 4 pax per table and 6-8 pax per table) with accents, centerpiece, and chairs		Should match the Manila FAME theme, color and required mood board. Tables should be linen-free and must be presentable for dining.
4. Well groomed, uniformed and trained service staff and food attendants.		Should always be courteous and ready to serve with a smile or greet buyers and VIPS "Mabuhay".
GUIDELINES		
1. The Buyers' Lounge is open to all trade buyers. Guests may be allowed, with clearance from the CITEM Area Officer-in-Charge.		

Note:

Project Officers will discuss full details of the components once Official Food and Beverage Caterer has been appointed.

6. Provide linen/s for Secretariat's desk at the Buyer's Lounge.
7. Provide enough complement of well groomed, uniformed & well-trained service staff and food attendants.
8. Ensure food safety and cleanliness of the entire dining area and buyers lounge;
9. Be liable for any casualty of its service and complaints regarding their service.
10. Make certain of the proper and timely delivery of service and must be compliant from the minimum number of pax/diners.
11. Assign a person-in-charge on site for coordination of requirements and facilitation of services.
12. Coordinate directly with the event venue regarding additional fees that will be required.
13. Submit to CITEM a summary of the daily food consumption of guests and clients.

SELECTION PROCESS

Each bidder shall be assigned a date to prepare and present their food products to the Technical Working Group (TWG) and Operations Group 1 representatives for evaluation.

Documents to be submitted to end-user:

- Menu for the food tasting
- Photos of Sample Area Set-up
- Company Profile (year the company was established, history, background, vision and mission)

Bidders will be assessed based on the following criteria:

CRITERIA	DESCRIPTION	VALUE POINT
1. Company Profile	Has been in the food service industry for at least 5 years	5
	Has prior experience in catering to international clientele	10
2. Visual Presentation of Menu/Food	Overall color and color combinations, visually appealing, sizes and shapes of ingredients, serving size.	20
3. Tables, Chairs, Dinnerware/Tableware Presentation	Elegance, attractiveness, and compatibility of cutleries, dining wares, linens and decorations provided	30
4. Taste	Dominance of the flavors of the specified major ingredients, suitability of components, temperature precision	35
TOTAL		100

Bidders who meet the passing score of 85.00 shall proceed with the opening of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract.

PAYMENT TERMS

CITEM guarantees payment for the following number of pax:

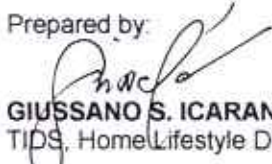
DATE	NO. OF GUARANTEED PAX
17 October 2019	140
18 October 2019	120
19 October 2019	100
TOTAL	360

In excess of the guaranteed number of pax, CITEM shall pay the corresponding amount based on the actual number of guests who availed of the complimentary meal. Payment to the supplier will be made after each event.

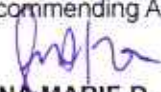
BUDGET

The budget for the hiring of the Food & Beverage Caterer for the Buyers' Lounge in Manila FAME October 2019 shall not exceed **PHP 300,000.00 (PHP 200,000.00 for Food; PHP 100,000.00 for Beverages)** inclusive of all applicable taxes. Amount shall be charged to the Buyer Marketing and Services budget of Manila FAME October 2019.


Prepared by:


GIUSSANO S. ICARANOM
 TDS, HomeLifestyle Division

Recommending Approval:


ANNA MARIE D. ALZONA
 Project Manager

Approved by:


ANNA GRACE I. MARPURI
 Project Director,
 Manila FAME October 2019



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2019 MANILA FAME

OCT
17-19
2019



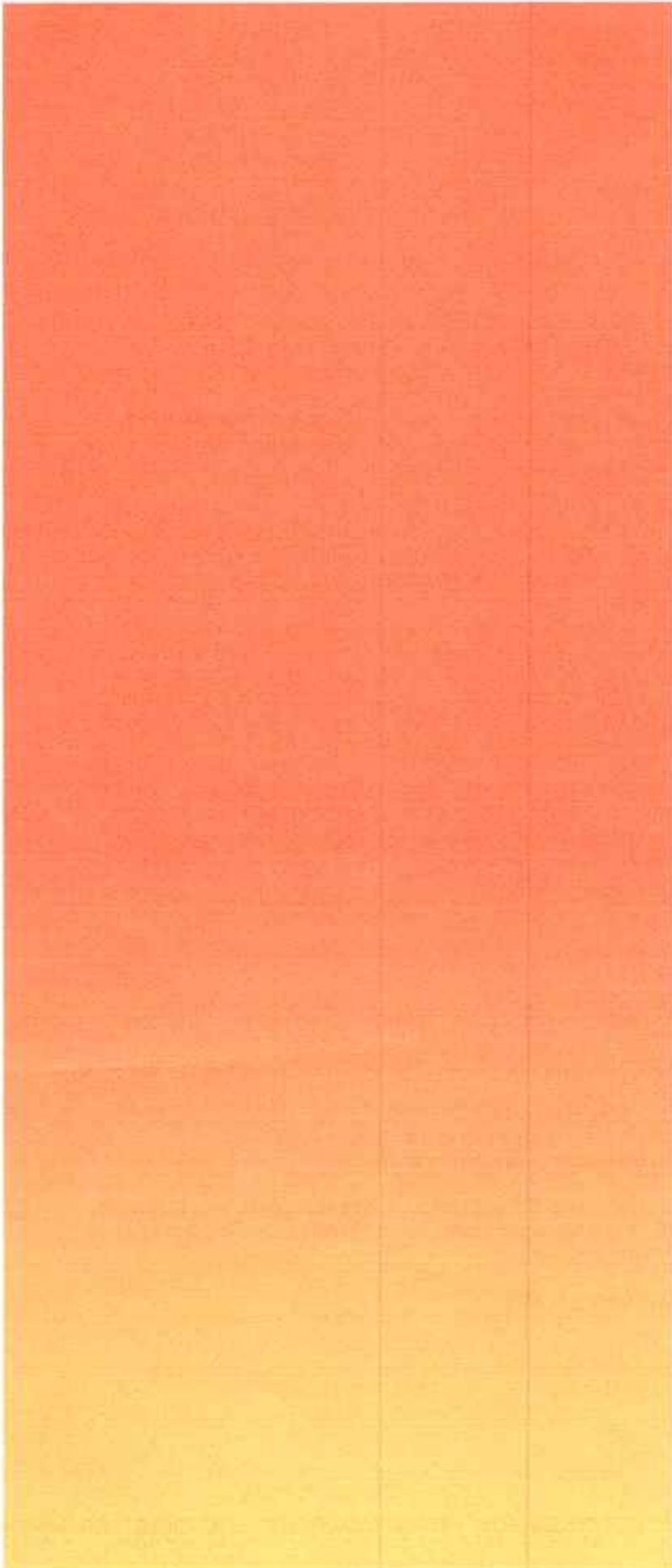
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RESTAURANT

DESIGN GUIDE FOR ALL CONCESSIONAIRE OF MANILA FAME
IN LINE WITH THE OVERALL VISUAL DIRECTION
OF MANILA FAME OCTOBER 2019.

COLOR SCHEME

SHADES OF YELLOW AND ORANGE WITH TOUCHES OF NATURAL OR RAW WOOD.



INTERIOR

KEEPING THE PREFERRED COLOR SCHEME COMBINED WITH NATURAL FINISH & REMOVING LINENS ON TABLES & CHAIRS.



DETAILS

TABLE ACCESSORIES IN TONES OF ORANGE TO YELLOW TO COMPLIMENT THE NATURAL FINISHED TABLE TOP.

