

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-2019-0214

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 PROVIDER FOR NETWORKING
COCKTAIL OF CREATE PH 2019**

(Please see attached Terms of Reference for more details)

Approved Budget	: PHP 220,000.00
Pre-Bid Conference	: 27 August 2019, 02:00PM
Deadline of Submission of Eligibility Documents, Financial Bid and Documentary Requirements for the Qualitative Evaluation	: 02 September 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 proposal
2. List of Client / Projects in the Last Three (3) years
3. Company Profile indicating the length of year in service

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 N. MARPURI
Chairman, Bids and Awards Committee



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: _____ Date: 19-Aug-19
 Address: _____ RFQ No: 2019-0214
 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 and submitted to CITEM BAC.

Schedule of Pre-Bid Conference:	<u>27 August 2019</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>
Schedule of Opening of Bids:	<u>10 September 2019</u>	Time:	<u>2:00PM</u>	Venue:	<u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		Project: CREATE PH		
		Date: 21 September 2019		
		Venue: Tangalang Ignacio B. Gimenez, CCP Complex, Pasay City		
300	pax	Hiring of Food and Beverage Provider for Networking Cocktail		
		<i>(Please see attached Terms of Reference for more details)</i>		
		Approved Budget : Php 220,000.00		
		Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Eval. Document. : 02 September 2019, 05:00PM		

Terms and Condition:

- 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 overwritings 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) _____
 E-mail: _____

TERMS OF REFERENCE

Hiring of Food and Beverage Provider for Networking Cocktails CREATE Philippines

PROJECT DETAILS

TITLE OF EVENT	CREATE Philippines Networking Cocktails
DATE	21 September 2019
VENUE	Tanghalang Ignacio B. Gimenez, CCP Complex, Pasay City
NO. OF INVITEES	300 pax
BUDGET	PHP 220,000.00

BACKGROUND

CREATE Philippines 2019 will be held in time with the Manila International Performing Arts Market (MIPAM), a complementary exhibition activity to the Federation of Asia Cultural Promoters (FACP) Conference and the Association of Asia Pacific Performing Arts Centre (AAPPAC) Conference hosted by the Cultural Center of the Philippines (CCP). These events are collectively promoted under the Manila International Performing Arts Summit (MIPAS) in September 2019.

The Networking Cocktails welcomes stakeholders of CREATE Philippines and MIPAM comprised of exhibitors, VIPs, visitors, and media partners. This aims to provide an exclusive event where they can interact with industry players and discuss business prospects in a more relaxed ambiance.

OBJECTIVES

1. To outline the event requirements for the Networking Cocktails;
2. To enumerate the qualification requirements in hiring a Food and Beverage Provider; and
3. To identify the process of selection process.

EVENT REQUIREMENTS

A. Food and Beverage Requirements

Food and beverage selection for the Networking Cocktails must include the following:

VIAND	NO. OF KINDS/TYPES
<input type="checkbox"/> Finger sandwich	2
<input type="checkbox"/> Hot Canapé	3
<input type="checkbox"/> Cold Canapé	3
<input type="checkbox"/> Skewer	2
<input type="checkbox"/> Croquette	1
<input type="checkbox"/> Bite-size Dessert	3
BEVERAGE (Free-flowing)	NO. OF KINDS/TYPES
<input type="checkbox"/> Beer	1
<input type="checkbox"/> Cocktail	2
<input type="checkbox"/> Soda	1
<input type="checkbox"/> Juice	1
<input type="checkbox"/> Distilled Water	1

TERMS OF REFERENCE

Hiring of Food and Beverage Provider for Networking Cocktails CREATE Philippines

B. Other Requirements

1. Provision of at least 15 cocktail tables with centerpiece and accents
2. Provision of a bar where guests can order their preferred beverage
- ✓ 3. Presentation of a mock-up of the cocktail table with centerpiece, crew grooming and uniform before the show
4. Ensuring food safety and cleanliness
5. Liability of any casualty of its service and complaints regarding their service

Note: In the situation that one or more of the requirements will not be needed, both parties shall agree on the amount that will be deducted from the contract price in the presence of a Bids and Awards Committee representative onsite.

QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA	DOCUMENT TO BE SUBMITTED	VALUE POINT
1. Company Profile The company should be at least 3 years in the food and beverage industry.	Company Profile (length of year of service reflected)	25
2. Portfolio The company must have handled at least 3 similar projects in the last 3 years.	List of clients / projects in the last 3 years	25
3. Menu Proposal The company must be able to submit a menu proposal based on the food and beverage selection specified above.	Menu Proposal	50
TOTAL		100

Only those who receive a **passing score of 85** shall proceed to the opening of financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.

ESTIMATED BUDGET

Hiring of Food and Beverage Provider for the CREATE Philippines' Networking Cocktails has a budget allotment of PHP 220,000.00.

Prepared by:



DENNY V. IMSON
Project Officer

Noted by:



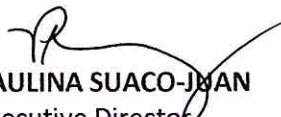
MARJO F. EVIO
Project Manager

Recommending Approval:



ATTY. ANNA GRACE I. MARPURI
Project Director

Approved by:



PAULINA SUACO-JUAN
Executive Director