

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-2021-0112

**NOTICE TO CONDUCT PROCUREMENT OF GOODS
AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING
SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

Pursuant to GPPB-Resolution No. 28-2017 dated 31 July 2017, the Center for International Trade Expositions and Missions (CITEM), through its Bids and Awards Committee (BAC), hereby issues this Notice for:

**HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY
OF THE CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021**

(Please see attached Request for Quotation Form for more details)

Qualitative Evaluation Documents to be submitted:

1. Curriculum Vitae / Portfolio indicating:
 - a. Relevant work experiences and expertise in the production outfit industry
 - b. Relevant work experiences and expertise of the team
2. Submit a Concept based on the program
3. Submit a list and photos of the equipment required.

Approved Budget for the Contract: PHP 705,500.00 or USD 14,110.00

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/218 or fax no. 834-0177/8331284 or e-mail at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, CITEM-BAC



REQUEST FOR QUOTATION (OVERSEAS PROCUREMENT)

Date: 22 October 2021

Company Name: _____
Address: _____
Contact No.: _____

RFQ No.: 2021-0112

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.

Deadline of Submission of Quotation and Qualitative Evaluation Documents: <u>27 October 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Qualitative Evaluation Documents: <u>27 October 2021</u>	Time: <u>12:00NN</u>
Schedule of Opening of Bids: <u>28 October 2021</u>	Time: <u>02:00PM</u> Venue: <u>Zoom</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p style="text-align: center;">HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY OF THE CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> a. Ribbon Cutting props and materials b. Podium, microphones, speaker c. Live Zoom Casting d. Technical Rider e. Medium to large-sized flowers (6 standee flowers) f. On-site cameraman/videographer to do the video recording connected to Livestreaming <p><i>Qualitative Evaluation Documents to be submitted:</i></p> <ul style="list-style-type: none"> 1. Curriculum Vitae / Portfolio indicating: <ul style="list-style-type: none"> a. Relevant work experiences and expertise in the production outfit industry b. Relevant work experiences and expertise of the team 2. Submit a Concept based on the program 3. Submit a list and photos of the equipment required. <p style="text-align: center;"><i>Please see attached Terms of Reference for more details.</i></p> <p style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT: <u>PHP 705,500.00 or USD 14,110.00</u></p>		

Terms and Conditions:

- 1) The above-quoted prices must be inclusive of all costs and applicable taxes. Prices shall be quoted in Philippine Peso or US Dollar.
- 2) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by CITEM and Supplier.
- 3) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.

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.

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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)
HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY

PROJECT TITLE	CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2021
EVENT DATES	05-10 November 2021
VENUE	National Exhibition and Convention Center (Shanghai) Co. Ltd. Shanghai, China
BUDGET	Php 705,500
REQUIREMENT TO BE PROCURED	Hiring of Production Outfit for the Opening Ceremony
ENGAGEMENT PERIOD	06 November 2021
SCOPE OF WORK	<p>Production Outfit for the Opening Ceremony</p> <ul style="list-style-type: none"> ➤ Conceptualization of the Opening ceremony ➤ Provision of the emcee/host, Opening Ceremony coordinator and Opening Ceremony requirements as specified below ➤ Guide/direct the photographer and onsite cameraman/ videographer during the opening ceremony
SPECIFIC REQUIREMENTS	<p>Opening Ceremony</p> <ol style="list-style-type: none"> a. Ribbon Cutting props and materials b. Podium, microphones, speaker c. Live Zoom Casting d. Technical Rider e. Medium to large-sized flowers (6 standee flowers) f. On-site cameraman/videographer to do the video recording connected to Livestreaming


Prepared by:


VICKY M. ARELLANO
STIDS

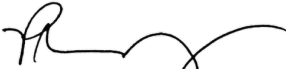
Noted by:


KATRINA C. PINEDA
DC, OIC-OG2 OTF & BCSE

Recommending approval:


ROWENA G. MENDOZA
OIC-DM, OG2

Approved by:


PAULINA SUACO-JUAN
Executive Director

QUALIFICATIONS FOR THE HIRING OF PRODUCTION OUTFIT
CHINA INTERNATIONAL IMPORT EXPORT 2021
 5-10 November 2021

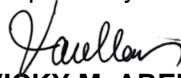
QUALIFICATION REQUIREMENTS AND SELECTION PROCESS

CRITERIA	VALUE POINT
<p>1. Company Profile The company should be at least 3 years in the production outfit industry. Length of relevant experience:</p> <ul style="list-style-type: none"> • 9 years or more (35 points) • 6-8 years (25 points) • 3-5 years (15 points) <p>Document Required: Portfolio indicating relevant work experiences and expertise in the production outfit industry</p>	35
<p>2. Creativity of Concept The company must be able to submit a Concept based on the program. Theme (10 points) Clarity of Concept (10 points) Creativity (10 points)</p>	30
<p>3. Provision of onsite team The company must provide on onsite team to include a host and an onsite coordinator</p> <p>Document Required: CV/ Portfolio indicating relevant work experiences and expertise of the team</p>	25
<p>4. Availability of Equipment</p> <p>The company should be able to send a list and photos of the equipment required.</p> <ol style="list-style-type: none"> 1. Send list and photos of equipment- microphone, podium, speaker (10 points) 2. Send list only of the equipment (5 points) 	10
TOTAL	100


The BIDS and Awards Committee (BAC) through the Technical Working Group (TWG) shall conduct a qualitative evaluation with corresponding points to all prospective bidders.

Prospective bidders who receive a passing score of **80** shall proceed with the financial bid. The lowest calculated and most responsive bidder shall be declared the winner of the contract, subject to post-qualification, if required.


Prepared by:


VICKY M. ARELLANO
 STIDS

Noted by:


KATRINA C. PINEDA
 OIC-DC, OTF & BCSE

Approved by:


ROWENA G. MENDOZA
 OIC-DM, OG2