

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-2023-0041

**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 PRODUCTION OUTFIT FOR THE OPENING CEREMONY, IFEX  
KITCHEN, AND OTHER SPECIAL EVENTS DURING IFEX PHILIPPINES 2023**

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

Approved Budget for the Contract	:	<b>PHP 900,000.00</b>
Pre-Bid Conference	:	<b>26 April 2023, 02:00PM</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents	:	<b>28 April 2023, 05:00PM</b>
Opening of Qualitative Evaluation Documents	:	<b>28 April 2023, 05:00PM</b>
Opening of Eligibility Documents and Financial Bid	:	<b>03 May 2023, 02:00PM</b>

Conduct of Pre-Bid Conference and Opening of Bids shall be held virtually thru Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links. 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, 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. Latest Income/Business Tax Return**

**4. Notarized Omnibus Sworn Statement**

**5. 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)*

- Company Profile;**
- List of completed live events with photos;**
- Profiles and events of proposed Host;**
- Profiles and events of proposed DJ**

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](mailto: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](mailto: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](mailto:citembac@citem.com.ph)

### REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above  
 Lease of Real Property and Venue  
 Small Value Procurement with ABC of Php 50,001 and above  
 Others: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: 18 April 2023

Address: \_\_\_\_\_

RFQ No.: 2023-0041

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](mailto:citembac@citem.com.ph).

Pre-Bid Conference: <b>26 April 2023</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>
Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents: <b>28 April 2023</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Qualitative Evaluation Documents: <b>28 April 2023</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Eligibility Documents and Financial Bid: <b>03 May 2023</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p><b>HIRING OF PRODUCTION OUTFIT FOR THE OPENING CEREMONY, IFEX KITCHEN, AND OTHER SPECIAL EVENTS DURING IFEX PHILIPPINES 2023</b></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 900,000.00</u></p> <p>Event Dates: <b>26 to 28 May 2023</b>            Ingress Date: <b>25 May 2023, 05:00PM</b>            Egress Date: <b>28 May 2023, 05:00PM</b>            Venue: <b>World Trade Center, Pasay City</b></p> <p><i>(Please see attached Terms of Reference for more details)</i></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  
PRODUCTION OUTFIT FOR OPENING CEREMONY, IFEX KITCHEN, AND OTHER  
SPECIAL EVENTS DURING IFEXPhilippines 2023**

**I. Background and Rationale**

The Center for International Trade Expositions and Missions (CITEM) is mandated to market and promote the Philippines as a reliable source of quality export products and services in the global market through trade fairs and missions and other export promotional programs. For this purpose, the agency organizes professionally managed, locally held signature events, and participates in international trade fairs. Adapting to the global trends of digitalization and online community building, CITEM is adapting a more aggressive digital initiative. With the current global pandemic, on-site events are faced with logistics and safety issues. To continue fulfilling its mandate, CITEM aims to further enhance its programs and platforms through enhanced online presence, community building, and cohesive branding and communication strategies.

From among CITEM's programs and platforms, IFEX Philippines (**IFEX**) and FoodPhilippines (**FoodPH**) are geared towards the promotion of the Philippines' food sector while the Value Food Innovation Program or VFIP (**NXTFOODPH**) aims to develop the most relevant and innovative food products. **IFEX Philippines** is CITEM's locally held international signature event while **FoodPhilippines** is the flagship banner of the country in international food exhibitions and trade-related events. Two new digital platforms were also launched in 2021 to sustain the promotions for the food sector. **IFEXConnect.com** is the digital sourcing platform for premium quality and unique Philippine and global food and ingredients while **FoodPhilippines.com** is a content and community platform that spotlights the country's rich food culture and culinary landscape to build awareness and develop conversations about Philippine food products.

This 2023, IFEXPhilippines will be staged on a physical trade event and will feature different activities to promote and continue its efforts parallel to its digital initiatives. Activities that require production supply and assistance include the opening ceremony, various activities from exhibitors and partners at the IFEX kitchen, and Katha awards and networking night.

**II. Event Details**

<b>Event Dates</b>	May 26,27,28, 2023
<b>Ingress Date</b>	May 25, 2023 (05:00pm)
<b>Egress Date</b>	May 28, 2023 (Closing of Event)
<b>Venue</b>	World Trade Center – Lobby, Pasay City, Manila, Philippines

**III. Outline of Activities**

<b>Specifics</b>	<b>Date</b>
a. Opening Ceremony	May 26, 2023 (10:00 am – 12:00 nn)
b. IFEX Kitchen	May 26, 2023 (01:00 pm – 6:00 pm) May 27, 2023 (10:00 am – 6:00 pm) May 28, 2023 (10:00 am – 6:00 pm)
c. KATHA Awards & Networking Night	May 26, 2023 (06:00 pm – 08:00 pm)

**IV. Event Requirements**

<b>SPECIFICS</b>	<b>NO. OF UNITS</b>	<b>DESCRIPTION</b>
<b>Equipment Rental</b>		
LED Wall	1 lot	9 feet x 12 feet with System, structure and structure covering <i>for IFEX Kitchen only</i>

Lighting Provision	1 lot	Lighting provision applicable for Opening Ceremony, cooking demo, and networking night
Professional Sound System	1 lot	(1 lot) Sound System Specific requirements – must include: (3 units) Wireless microphones (3 units) Lapel microphone (6 units) Comsets
Camera Set-up	2 units (1 static, 1 roving)	Live streaming and recording
<b>Built-up / Fabricated Items</b>		
<b>A. Opening Ceremony</b>		
Opening Ceremony – Stage Platform covered in carpet with stairs	1 unit	5.00m x 2.00m X 0.60m
<b>B. IFEX Kitchen</b>		
IFEX Kitchen - Stage Platform covered in carpet with stairs	1 unit	6.40m x 4.50m x 0.60m H
IFEX Kitchen Counter / Structure	1 unit	3.00m x 0.80m x 0.90m H Fabricated Built-up Counter (Refer to attached technical drawing with specifications)
Backdrop	1 unit	6.40m x 0.50m x 3.00m H Tarpaulin with Framing (Refer to attached technical drawing with specifications)
IFEX Kitchen Signage (Tower/Storage)	1 unit	2.00m x 2.00m x 5.00m H Tarpaulin with Framing and Door access (Refer to attached technical drawing with specifications)
<b>Manpower</b>		
Host / Masters of Ceremony	1 pax ; 3 days	<p>Shall be in-charge of welcoming guests, introducing speakers, and providing needed fillers during the Opening Ceremony program, IFEX Kitchen, And Other Special Events</p> <p>Shall be in-charge of announcing the upcoming events and activities</p> <p>Must meet with the CITEM project officer at least three or four days prior the show to familiarize themselves with the IFEX Philippines program and to rehearse the scripts</p> <p>Contracted according to the submitted final program by CITEM (List of Host must be submitted by the contractor and approved by CITEM)</p>
DJ for entertainment	1 pax ; 1 night	Contracted according to the submitted final program by CITEM (List of DJ must be submitted by the contractor and approved by CITEM)
Production team	3 pax	Shall be in-charge of the installation and dismantling of the lighting and sound equipment
Audio and Visual Operators	3 pax	In charge of operating the assigned equipment and ensuring the functionality of the rented equipment

		Must know how to handle music selection in coordination with the team, and to handle over-all show production and stage direction
Cameramens	2 pax	In charge of operating the camera during live broadcasts or other programming
Camera Switch and monitor	1 pax	In charge of switching views on monitor/ live.
Technical Director	1 pax	In charge of event direction and specifics during the live events according to the agreed program with CITEM. Must ensure the smoothness of the transition of segments according to the program
<b>Other requirements</b>		
Event script	3-day event script	Must provide a transcript where the dialogue of the host, and one or more presenters and the order in which they will occur is indicated.
Flower Arrangements	2 units	Must provide two (2) pieces of standing flower arrangements with ribbon (material preference shall be discussed by CITEM) for the opening ceremony.
Live streaming	1 lot	Production outfit must be able to stream the event on IFEX Facebook Page. Production outfit must also provide streaming software. Streaming key shall be provided by CITEM.

## V. QUALIFICATION REQUIREMENTS

Criteria for Award: Lowest Calculated Bidder

Mode of Procurement: Small Value Procurement

Passing rate: 75%

<b>CRITERIA</b>	<b>VALUE POINT</b>
<p><b>1. Company Profile and Experience</b> The company should be at least 3 years in the production outfit industry. Length of relevant experience:</p> <ul style="list-style-type: none"> <li>• 5 years or more (40 points)</li> <li>• 3 – 4 years (25 points)</li> <li>• 2 years and below (10 points)</li> </ul> <p>Document Required: Company Profile</p>	40
<p><b>2. Event Production Quality</b> The company must have completed live event production with quality and good standing.</p> <ul style="list-style-type: none"> <li>• 10 Live events or more (30 points)</li> <li>• 4 - 9 Live events (15 points)</li> <li>• 3 Live events and below (10 points)</li> </ul> <p>Document Required: List of completed live events with photos</p>	30
<p><b>3. Roster of Host</b> The company must be able to submit a list of prospective emcees for the event.</p> <ul style="list-style-type: none"> <li>• Proposed Host has at least 3-5 food related events / projects (15 points)</li> <li>• Proposed Host has at least 1-2 food related events / projects (5 points)</li> </ul> <p>Document Required: Profiles and events of proposed Host</p>	15

<b>4. Roster of DJ</b> The company must be able to submit a list of prospective DJ for the event. <ul style="list-style-type: none"> <li>• Must send photos and profile of DJ (15 points)</li> <li>• Absence of profiles of DJ (0 point)</li> </ul> Document Required: Profiles and events of proposed DJ	15
<b>TOTAL</b>	<b>100</b>

## VI. Indicative Program and Requirements

### A. IFEX PHILIPPINES 2023 OPENING CEREMONY

26 May 2023 | 10AM -12NN

Lobby Stage/Main Hall, World Trade Center Metro Manila

#### NOTIONAL PROGRAM

Date/Time	Activity	Requirements	Manpower
9:00 AM - 10:00 AM	Arrival of Guests	- Platform - Sound System - Lighting Requirements	- Host/ Emcee - Technical Crew for Equipment Management - Production Team (1 Director, 2 Assistants)
10:00 AM - 10:05 AM	Welcome Remarks by Host		
10:05 AM - 10:10 AM	Welcome Remarks by CITEM ED Dr. Edward L. Fereira		
10:10 AM - 10:15 AM	Special Message by DTI Sec. Fred Pascual*		
10:15 AM – 10:30 AM	Keynote Speech by Vice-President of the Republic of the Philippines Sarah Duterte-Carpio*		
10:30 AM - 10:45 AM	Ceremonial Ribbon Cutting		
10:45 AM - 11:30 AM	VIP Tour of Exhibits & Food Sampling - Regional Finds - Flavor Finds		

### B. IFEX KITCHEN

Venue: WTC Tent (Marketplace Stage)

Date/Time: May 26, 2023 (01:00 pm – 6:00 pm), May 27, 2023 (10:00 am – 6:00 pm), May 28, 2023 (10:00 am – 6:00 pm)

No. of Attendees: 100 public audience

Time	Activity	Requirements	Manpower
<b>DAY 1</b>			
1:00 PM – 5:00 PM	Cooking Demo / Product Presentation	(Move cameras from lobby stage to tent stage)	- Host/ Emcee - Technical Crew for Equipment Management - Production Team (1 Director, 2 Assistants)
<b>DAY 2 &amp; 3</b>			
10:00 AM – 06:00PM	Cooking Demo / Product Presentation	Additional for Stage: - Modular Kitchen Prep Counter - 3 units of 60Amp	

### C. IFEX PHILIPPINES 2023 KATHA AWARDING AND NETWORKING NIGHT

26 May 2023 | 6PM - 8PM

Lobby Stage, World Trade Center Metro Manila

## NOTIONAL PROGRAM

Date/Time	Activity	Requirements	Manpower
5:00 PM – 6:00 PM	Arrival of Guests/ Cocktails	- Platform - Sound System - Lighting Requirements	- Host/ Emcee - Technical Crew for Equipment Management - Production Team (1 Director, 2 Assistants)
5:55 PM – 6:00 PM	Welcome Remarks by Host		
6:00 PM – 6:05 PM	Welcome Remarks by CITEM ED Dr. Edward L. Fereira		
6:05 PM – 6:10 PM	Opening Remarks by Assistant Secretary Glenn G. Penaranda*		
6:10 PM – 6:15 PM	Special Message by PHILEXPORT President, Dr. Sergio R. Ortiz-Luis Jr.*		
6:15 PM – 6:20 PM	Special Message by Mintel Representative*		
6:20 PM – 6:25 PM	Presentation of Awards and Criteria by CITEM DED Ma. Lourdes D. Mediran & OG2 OIC-Department Manager Rowena G. Mendoza		
6:25 PM – 6:55 PM	Awarding Proper - CITEM ED - DTI Asec Penaranda - PHILEXPORT President - Mintel Rep Photo Opps		
6:55 PM onwards	Closing Remarks Socials/ Cocktails		

## ESTIMATED BUDGET

The above expense shall be charged to the IFEXPhilippines 2023 budget with a total maximum budget allotment of **Nine Hundred Thousand Pesos (P900,000.00)**.

## VII. TERMS AND CONDITIONS

1. The Agency-estimated Approved Budget of Contract (ABC) for the project is **Nine Hundred Thousand Pesos (P900,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees as may be incurred in the process.
2. All multimedia content and original materials (raw and edited) conceptualized and produced in conjunction with this event management contract shall be owned by CITEM, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
3. The winning Production Outfit shall be subject to the assessment by CITEM according to the effectiveness of delivery of any part or phase of the project. CITEM reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

Prepared by:

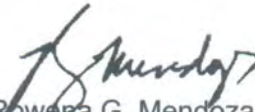


Katherine May G. Apodaca  
STIDS - EDD  
CCSD

Recommending Approval:

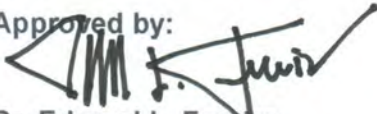


Norman D. Bagulbagul  
OIC - Department Manager  
CCSD



Rowena G. Mendoza  
OIC - Department Manager  
Operations Group 2

Approved by:



Dr. Edward L. Ferreira  
Executive Director, CITEM

